



## Adoption in South Africa: entry in the Swiss civil status register

May 2025

### Documents to submit

- ☐ **Original Order/Sentence of Adoption: Regulation 21\*** issued by the Registrar of the competent court and **legalized with an Apostille** (see rubric "Apostille")
- ☐ **Original unabridged Birth Certificate\* before adoption**, mentioning the surname, name of the child and names of biological parents, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- ☐ **Original unabridged Birth Certificate\* after adoption**, mentioning the new surname, name of the child and names of the adoptive parents, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- ☐ Photocopy of Passport of South African child
- ☐ Photocopy of Passport or ID card of both parents

The original certificates are submitted to the competent civil status authority in Switzerland and will not be returned (**photocopies or certified copies with an Apostille issued by a Public Notary are not accepted**). Additional documents may be required by the Swiss civil status authority.

**Only original** certificates with seal and signature of the competent Officer of the Department of Home Affairs (DHA) or the Registrar of the High Court in charge can be accepted.

All documents marked with a \* **must not be older than six months** (date of issue) at the time of their submission to the Regional Consular Centre (RCC) or the Consulate General.

### Translation

Documents that are not in English must be translated into a Swiss national language (German, French, Italian or Romansch).

### Apostille

The process to obtain an **Apostille** on the certificates issued by the Department of Home Affairs (DHA) is described on the website of the Department of International Relations and Cooperation (DIRCO).

#### Departement of International Relations and Cooperation (DIRCO)

OR Tambo Building  
460 Soutpansberg Rd  
Rietondale  
Pretoria, 0084  
South Africa

<https://dirco.gov.za/consular-services/> (Notarial Services/Legalisation)

For the Apostille on the **order/sentence of adoption**, please contact the concerned provincial divisions of the High Court <https://www.judiciary.org.za/>

Regional Consular Centre Southern Africa  
225 Veale Street, New Muckleneuk, 0181 Pretoria, South Africa  
P.O. Box 2508, Brooklyn Square, 0075 Pretoria, South Africa  
Phone: +27 12 452 0661  
[southernafrica@eda.admin.ch](mailto:southernafrica@eda.admin.ch) ; [www.eda.admin.ch/pretoria](http://www.eda.admin.ch/pretoria)

## Fees

Entry of adoption in the Swiss civil status register is free of charge, however in certain cases fees can occur. If this is the case, you will be informed accordingly.

## Processing time

Once the complete documentation has been received by the competent Swiss representation, experience has shown that this process can take several weeks or months.

If the adoption took place outside of South Africa, some foreign documents may require prior legalizations from other Swiss representations and this procedure may also involve additional fees, expenses and time.

## Further information

If the documents are sent by mail: Please include a cover letter mentioning your personal and contact details. It is however strongly recommended to use a private courier company.

Please contact the Regional Consular Centre Southern Africa (RCC) at the Embassy of Switzerland in Pretoria or the Consulate General of Switzerland in Cape Town if the **adoption took place outside of South Africa**.

### Regional Consular Centre Southern Africa

225 Veale Street, New Muckleneuk, 0181 Pretoria  
P.O. Box 2508, Brooklyn Square, 0075 Pretoria  
Phone: +27 12 452 0661  
[southernafrica@eda.admin.ch](mailto:southernafrica@eda.admin.ch); [www.eda.admin.ch/pretoria](http://www.eda.admin.ch/pretoria)

### Consulate General of Switzerland

Two Foreshore Place, 32<sup>nd</sup> floor, suite 3201  
2 Riebeek Street, 8001 Cape Town  
P.O. Box 563 / 8000 Cape Town  
Phone: +27 21 400 7500, Fax: +27 121 418 3688  
[capetown@eda.admin.ch](mailto:capetown@eda.admin.ch); [www.eda.admin.ch/capetown](http://www.eda.admin.ch/capetown)