



Birth of a child in South Africa to parents **married to each other:** entry in the Swiss civil status register

May 2025

Documents to submit

- ☐ **Original unabridged Birth Certificate***, of the child, containing the surname and name of both parents, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see rubric "Apostille")
- ☐ Photocopy of South African Passport of the child, if available
- ☐ Photocopy of Swiss Passport or ID Card of the Swiss parent
- ☐ Photocopy of Passport or ID Card of the South African parent
- ☐ Questionnaire birth, completed and signed by 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 or the High Court 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) 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 Romansh).

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)

Fees

Entry of the birth 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.

Further information

If the documents are not submitted personally: Please **include a cover letter** mentioning your **personal and contact details**. If sent, it is however strongly recommended to use a **private courier company** instead of postal mail.

Only once the birth of the child has been registered in Switzerland and the nationality of the child has been confirmed, parents can apply for a Swiss passport for their child.

Please contact the Regional Consular Centre (RCC) at the Embassy of Switzerland in Pretoria or the Consulate General of Switzerland in Cape Town if the **birth 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; www.eda.admin.ch/pretoria

Consulate General of Switzerland

Two Foreshore Place, 32nd floor, suite 3201
2 Riebeek Street, 8001 Cape Town
P.O. Box 563 / 8000 Cape Town
Phone: +27 21 400 7500
capetown@eda.admin.ch; www.eda.admin.ch/capetown