



Birth of a child in South Africa to parents **not 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 page 2). The acknowledgement of paternity has to be mentioned under endorsement.
- ☐ **Original unabridged Birth Certificate*** of South African parent, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)
- ☐ **Original certificate of actual marital Status*** of South African parent, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)
- ☐ **Sworn affidavit from the mother***, stating that she is the biological mother of the child, her residential address and civil status at the time of the child's birth, issued by a Commissioner of Oaths
- ☐ **Sworn affidavit from the father***, stating that he is the biological father of the child, his residential address and civil status at the time of the child's birth, issued by a Commissioner of Oaths
- ☐ Photocopy of South African Passport of child, if available
- ☐ Photocopy of Passport or ID Card of Swiss parent
- ☐ Photocopy of Passport or ID Card of South African parent
- ☐ Questionnaire birth, completed and signed by both parents

If the South African parent has previously been married or if widowed:

- ☐ **Original certified copy of the Final Order of Divorce***, issued by the competent High Court and **legalized with an Apostille** (see page 2)
- ☐ **Original abridged Death Certificate*** of the previous spouse/partner, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)

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 Romansh).

Apostille

The process to obtain an **Apostille** on the **original certificates** is described on the website of the Department of International Relations and Cooperation (DIRCO).

Address of the local authority concerned:

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 **divorce certificate/final order**, please contact the concerned provincial divisions of the High Court <https://www.judiciary.org.za/>

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 Southern Africa (RCC) at the Embassy of Switzerland in Pretoria or the Consulate General of Switzerland in Cape Town if **a citizen of a different country is concerned or the birth took place outside of South Africa**.

Regional Consular Centre Southern Africa

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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

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