



Birth of a child in the United Kingdom and Ireland: entry in the Swiss civil status register

January 2025

Documents to submit for married parents

For the child

- ☐ **birth certificate of your child**
 - long version stating the names of both parents
 - newly issued original (no more than 6 months old)
 - will not be returned to you
 - ☐ one copy of the **foreign passport** of the child, if the child already holds a passport
 - ☐ if you have a Swiss family certificate/book and you would like to have it updated, please submit that too, in the original, to your representation.
- ➔ See next page for important information

Documents to submit for unmarried parents

For the child

- ☐ **birth certificate**
 - long version stating the names of both parents
 - newly issued original (no more than 6 months old)
 - will not be returned to you
- ☐ one copy of the **foreign passport** of the child, if the child already holds a passport
- ☐ completed [questionnaire for unmarried parents of a child](#) (dated and signed by both parents)
- ☐ if you have a Swiss family certificate/book and you would like to have it updated, please submit that too, in the original, to your representation.

For the non-Swiss parent

- ☐ **birth certificate**
 - long version stating the names of both parents
 - newly issued original (no more than 6 months old)
 - will not be returned to you
- ☐ one copy of **foreign passport**

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☐ **confirmation of civil status (please choose one of the following):**

- **Single: [statutory declaration](#)**
 - confirming marital status, nationality and place of residence at time of birth of your child
 - original (no more than 6 months old)
 - signed in the presence of a notary public or solicitor
 - the notary's or solicitor's signature must be certified by Apostille (paper version only; digital apostille or printed out digital apostille are not accepted)
 - will not be returned to you
- **Married: Marriage certificate**
 - newly issued original (no more than 6 months old)
 - will not be returned to you
- **Divorced: Divorce decree absolute**
 - divorce decree bearing the original seal of the High Court of Justice/County Court
 - newly issued original (no more than 6 months old)
 - bearing the **apostille** of the [Foreign, Commonwealth & Development Office](#) (UK) or [Department of Foreign Affairs and Trade](#) (Ireland) (*paper version only; digital apostille or printed out digital apostille are not accepted*)
 - will not be returned to you
- **Widowed: Death certificate**
 - death certificate – **original**
 - will not be returned to you

Translation

Documents that are not in a Swiss national language or in English must be translated.

Fees

Entry of the birth in the Swiss civil status register is free of charge.

If any of the civil status events took place outside of the UK or Ireland, please inform us, as we would then need to check what documents are required. An advance payment may then be required and the process can take several months.

Important information

☒ Did you check all the applicable boxes above? Once you have done so, please submit the required documents to the Regional Consular Centre in London by:

- posting the above-mentioned documents to:
Regional Consular Centre, c/o Embassy of Switzerland, 16-18 Montagu Place,
London W1H 2BQ

The original documents are submitted to the civil status authority concerned in Switzerland and must not be older than six months. They will not be returned. Photocopies are not accepted. Additional documents may be required if necessary.

Upon receipt of the relevant documents, we will translate and legalise the documents and forward them to the place of origin in Switzerland so that the family details can be updated in the Swiss central system (Infostar); this usually takes between 4-6 months.

Important: After the completed registration of the birth in the Swiss Civil Registry, an application for a Swiss passport and/or identity card may be submitted. The parents may file such an application through the website:

www.schweizerpass.ch / www.passeportsuisse.ch / www.passaportosvizzero.ch

Regional Consular Centre London
c/o Embassy of Switzerland in the United Kingdom
16-18 Montagu Place
London W1H 2BQ
Phone: +44 20 7616 6000, Fax: +44 20 7724 7001
london.cc@eda.admin.ch, www.eda.admin.ch/london

Additional documents may be requested.

Where to obtain de documents

Birth certificate

Certified copy of an entry of birth / Extract of entry from a register of births

- **England and Wales:** www.gov.uk/general-register-office
- **Scotland:** www.scotlandspeople.gov.uk/
- **Northern Ireland:** <https://geni.nidirect.gov.uk/>
- **Ireland:** www.hse.ie

Marriage certificate

Certified copy of an entry of marriage / Extract of entry from a register of marriages

- **England and Wales:** www.gov.uk/general-register-office
- **Scotland:** www.scotlandspeople.gov.uk/
- **Northern Ireland:** <https://geni.nidirect.gov.uk/>
- **Ireland:** www.hse.ie

Divorce decree

- Court Administration where the divorce was finalized

Death certificate

Certified copy of an entry of death / Extract of entry from a register of deaths

- **England and Wales:** www.gov.uk/general-register-office
- **Scotland:** www.scotlandspeople.gov.uk/
- **Northern Ireland:** <https://geni.nidirect.gov.uk/>
- **Ireland:** www.hse.ie

Apostille

- Apostille by the [Foreign & Commonwealth & Development Office \(UK\)](#) or [Department of Foreign Affairs and Trade \(Ireland\)](#) (paper version only; digital apostille or printed out digital apostille are not accepted)

For further information:

UK <https://www.eda.admin.ch/countries/united-kingdom/en/home/services/zivstand/geburt.html>

Ireland <https://www.eda.admin.ch/countries/ireland/en/home/dienstleistungen/zivstand.html>