



## GHANA

### Adoption in Ghana

### Entry in the Swiss civil status register

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July 2022

#### Informations

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Please send the all documents as a **scan in PDF format (good quality)** by e-mail to the Swiss Embassy in Accra at [accra@eda.admin.ch](mailto:accra@eda.admin.ch). After checking the documents, you will be asked to send the original documents (except your passport) to the Swiss Embassy in Accra. After examination of the documents, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

#### Documents to submit

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- Authorisation from the court in Switzerland stating that the mother is fit to adopt a child (for Swiss citizens)
- Home study report from Department of Social Welfare
- Certified true copy of original birth certificate of the child with names of biological parent(s) before adoption – and photocopy (extract in original and not older than 6 months).
- Certified true copy of original birth certificate of the child with names of adoptive parent(s) after adoption – and photocopy (extract in original and not older than 6 months, based on first registration).
- Baptism certificate for the child (optional) –or any other supporting document related to the child's birth – photocopy
- Custody Order of child legalized by the Ministry of Foreign Affairs (not older than 6 months)
- Adoption order done at the court – (extract in original - not older than 6 months) legalized by the Ministry of Foreign Affairs
- Passport in original of the child
- Copies of passports of the adoptive parents
- Residence permits in Switzerland if parents are not Swiss

#### Family reunification / Visa application

If the child resides in Ghana and wishes to join the parent(s) in Switzerland:

- Visa application in 3 copies  
Link: <https://www.sem.admin.ch/sem/fr/home/themen/einreise/visumantragsformular.html>
- 4x passport photos on white background
- 3x Photocopy of passport

## Translation

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

## Legalisation

All statutory declarations must be legalised by the MFA before being submitted to the Swiss representation:

### **Ministry of Foreign Affairs and Regional Integration**

Post Office Box M53,  
No. 5 Agostino Neto Rd. Liberation Avenue,  
Airport Residential Area,  
Accra - Ghana  
<https://www.mfa.gov.gh>

## Thorough verification

As a rule, foreign civil status documents to be submitted must undergo a thorough verification of their authenticity by an approved law firm mandated. To this end, please submit the following to the Swiss representation:

- Questionnaire child: Verification/legalisation of documents for family reunion in Switzerland duly filled in and signed by the parent in Switzerland, asking for family reunion

Additional documents may be required, depending on the conclusions of a lawyer's expert advice or the requirements of the authorities concerned in Switzerland.

The approved law firm mandated may take several months to verify the civil status documents thoroughly. The conclusions of the firm's advice are not binding on the civil status authority concerned.

## Fees

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

The cost of the legalization of the documents will be communicated to you after the submission of the documents (scanned in PDF format). Local fees involved to be paid at the Embassy during submission of documents (see below for other option).

Total fee to be paid are between GHC 2780.00 and GHC 4800 out of which lawyer's fee depending on the region are between GHC 1380.00 and GHC 3815.00 for 3 documents. Additional documents will be charged (GHC 270.00 per piece). Fees are as of today and can change based on exchange rates.

The family members living in Switzerland have the possibility to pay an advance fee of CHF 1000.00 in Switzerland; either to the Swiss authorities of the civil registrar (for Swiss nationals), or to the police of foreign nationals of the canton of residence (for foreigners living in Switzerland).

Any balance will be refunded by the concerned authorities in Switzerland or by the Embassy abroad after closing the case.

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