



## Information Sheet for the Registration of Partnerships in Switzerland with Lao Nationals

In Switzerland the local civil status offices as well as the cantonal civil status supervisory authorities are responsible to answer enquiries pertaining to partnerships. These authorities provide information on procedures and required documents to be provided by the partners. **Swiss nationals with residence in Switzerland are hence requested to contact the local civil status office** at the place of their planned partnership for information.

For **Lao nationals**, or Swiss with residence in the consular district of this Embassy, the below partnership preparation procedure applies. This requires a **personal visit at the Embassy of Switzerland prior to the planned partnership** for submitting the following **original documents**:

### For the Swiss expatriate:

- ❖ **Swiss passport**
- ❖ **Certificate of residence** (less than 6 months old)
  - to be obtained from the responsible consular representation of Switzerland
- ❖ **Certificate of civil status** (less than 6 months old)
  - to be obtained from the civil status office at the place of origin

### For the Lao partner:

- ❖ **Lao passport**
- ❖ **Birth certificate** or a **Confirmation of birth** (less than 6 months old) with first and surnames of parents
  - available from the village chief or at the district office
- ❖ **Certificate of residence** (less than 6 months old) or **Family book**
  - available from the village chief
- ❖ **Certificate of civil status** (less than 6 months old) with clear statement to the actual marital status "single", "divorced" or "widowed"; available from the village chief
  - if divorced: an additional **extract of the divorce register**
  - if widowed: the **death certificate** of the previous spouse in addition
- ❖ **Certificates regarding changes of first and surnames** in case they were ever changed

The civil status authorities in Switzerland as well as the Swiss representation may request further documents.

**All Lao language documents require translation** into English, French or German through a translation office approved by the Ministry of Foreign Affairs of Laos. Only for documents that are already bilingual (Lao/English) thorough, no translation will be needed. All documents from Laos as well as their translation require to be **legalized by the Ministry of Foreign Affairs of Laos** prior to their submission at the Embassy of Switzerland in Bangkok.

The counters of the Embassy of Switzerland in Bangkok are open for such submissions from Monday to Friday, 09:00 – 11:30 ICT, and appointments are not required. Only complete files can be received.

After verification of all submitted documents, the partners receive the following forms to complete:

- ❖ **Application for the registration of a partnership**
- ❖ **Declaration concerning pre-conditions for the registration of a partnership**

35 North Wireless Road (Thanon Witthayu Nuea)  
Lumphini, Pathum Wan  
Bangkok 10330

G.P.O. Box 821, Bangkok 10501

Phone: +66 2 674 6900, Fax: +66 2 674 6901  
bangkok@eda.admin.ch, www.eda.admin.ch/bangkok

The Embassy of Switzerland will thereafter forward the partnership preparation documents, the application and declaration via the Federal Department of Justice in Bern to the responsible civil status office tasked with the registration of the partnership.

**Surname:** The civil status office at the place of registration will inform the partners ahead of registering their partnerships about possible options of surnames according to Swiss law. The foreign partner should choose a surname that is also acceptable under the laws of the home country.

**Fees:** The occurring fees are in accordance with the Ordinance on Fees of the Federal Department of Foreign Affairs (OFees-FDFA) as well as the Ordinance on Civil Status Fees (CSFO). The fees amount an **estimated CHF 305.00** and have to be paid **in Thai Baht (THB) and cash** during document submission at the counters of this Embassy.

---

**Entry or taking up residence in Switzerland:** Foreign spouses need the approval of the cantonal migration office. The applications (3 sets) and 4 passport photos must be submitted at the visa section of the Embassy and will be forwarded to the migration office in charge. For applications to take up residence in Switzerland a **Criminal record's report from Laos** (in English or translated into a national language of Switzerland) is also required. It does generally take several months for the processing for applications until the permission of entry into the country is received.

For more detailed information regarding entry to or residence in Switzerland, please visit the website of the visa section: <https://www.eda.admin.ch/countries/laos/en/home/visa/einreise-ch.html>

Bangkok, 10/11/2016 / KMD