



Required Documents for getting married in Switzerland

If you intend to get married in Switzerland, please submit your civil status documents together with some additional documents personally at the Embassy: (Do not laminate the documents)

Usually, the **name after the marriage** has to be declared to a Swiss authority before the marriage takes place in Switzerland, for both partners. Therefore, it is recommended to inquire with the Civil Registrars office in Switzerland where the marriage should take place about the procedure.

Civil Status Documents:

- I. Certificate of birth
- II. Unmarried Certificate
- III. National citizenship copy
- IV. Certificate of residence
- V. Confirmation of maiden name of the mother

other Documents:

- I. Police Report
- II. If divorced, official divorce decree issued by the court and full particulars of ex-spouse
- III. If widowed, official death certificate of husband/wife

The original Nepalese civil registry documents have to be verified and legalized by the Consular Section of the Ministry of Foreign Affairs. Please follow the steps accordingly:

- 1) The documents have to be issued and verified from the Village Development Committee (VDC) or from the Municipality Committee.
- 2) The District Development Committee (DDC) will verify the content, legalize and sign it.
- 3) Only after the above mentioned verification, the Ministry of Foreign Affairs is able to verify and legalize the documents. It affixes a stamp with the following wording:

“Seen and attested by the Ministry of Foreign Affairs, Department of Consular Services, Kathmandu, Nepal.”

All documents have then to be translated into English by an authorised Notary Public. (Please note that with effect from July 16, 2012, The Law Books Management Board has ceased to translate any document)

After the civil registry documents have been attested by the foreign ministry and translated by an authorised Notary Public, the lawyer of confidence of the Embassy (address available at the Embassy) will issue an Affidavit summarising your personal information as per the submitted documents. For the Affidavit the lawyer will charge you with a fee.

In addition the forms 34A and 35 have to be completed. Both forms are available at the Embassy. Kindly be aware that Form 35 has to be signed in front of the Embassy staff at the Embassy counter.

The Affidavit and the documents have to be submitted at the Embassy and will be forwarded to Switzerland. The Embassy will verify, legalize and translate the documents. The costs for processing the file will be between CHF 400 and CHF 600 depending on the quality of submitted documents), payable in Nepalese Rupees, as per the applied exchange rate of the Embassy.

Please note that all documents should have been issued within previous six months.

Furthermore the Embassy needs the “personal data” of the Swiss citizen (civil status document and passport copy).

If you plan to live in Switzerland, the Spouse has to apply for an entry-visa. Kindly submit the following documents to the Embassy:

- 1) Three Visa application forms (Visa D, long-term)
- 2) Four Passport Photographs
- 3) photocopy of the passport & citizenship certificate

The application forms will be sent to the Switzerland for decision. It may take 2-3 months until the decision is available. Once the Embassy gets the permission, the visa for Switzerland will be issued within 4 working days.

Please note that this is not an exhaustive list, if necessary you may be requested to bring additional documents.