



## Birth of a child in Cambodia to parents who are not married: entry in the Swiss civil status register

June 2025

### Documents to submit

- ☐ **Birth certificate or extract from the birth certificate** (not older than six months) of the child
  - If the child's mother and the Swiss father had reported the birth of the Cambodian authorities in person and by means of signature/fingerprints, no separate acknowledgment of paternity is required. However, this must have been done in the first 30 days after birth otherwise the presence of two witnesses besides the two parents will be needed.
  - Otherwise, a **certificate of acknowledgment of paternity** issued by the competent Cambodian authority (in the cities "Sangkat" or in the provinces "Commune") at the place of issuance of the birth certificate is required.
  - If the acknowledgment of paternity in Cambodia is not feasible (e.g. none of the parents is Cambodian), the child's father must sign a declaration of acknowledgment of paternity in front of the competent civil status officer in Switzerland after having previously submitted all documents to this Regional consular center.
- ☐ **Foreign passport** of the child, if already existing
- ☐ **Swiss passport** of the Swiss parent

### For the Cambodian parent

- ☐ **Cambodian passport**
- ☐ **Birth certificate or extract from the birth certificate** (not older than six months)
- ☐ **Certificate of residence** at the time of the child's birth, not older than six months, issued by the responsible authority at the place of residence ("Sangkat" or "Commune")
- ☐ **Certificate of civil status** ("single", "divorced" or "widow") at the time of the child's birth, not older than six months
  - The document has to be requested personally by the "Sangkat" or "Commune" of the official place of residence.
  - If divorced, additionally a **divorce decree** and **certificate of legal force** of the sentence
  - If widowed, additionally the **death certificate** of the previous spouse
- ☐ Simple copy of the **family book** (no translation needed)
- ☐ **Certificates regarding changes of first and surnames**, issued by the responsible court ("Phnom Penh Municipal Court" resp. "Provincial Court"), in case they were ever changed.

All documents and certificates must be submitted as **originals**. Submission is possible during counter opening hours at the [Consular Agency in Phnom Penh](#). Certificates issued once only (e.g. birth certificate) will be returned immediately.

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35 North Wireless Road, (Thanon Witthayu)  
Bangkok 10330

G.P.O. Box 821, Bangkok 10501

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[bangkok@eda.admin.ch](mailto:bangkok@eda.admin.ch)  
[www.eda.admin.ch/bangkok](http://www.eda.admin.ch/bangkok)

## Translation

Documents in Khmer language must be **translated** into French, English, German or Italian by one of the following approved translation offices:

### GO CO., LTD. TRANSLATION

98C rue 108, Phnom Penh

Phone: +855 12 47 65 65 or +855 23 98 68 69

Email: go\_translation@hotmail.com

Languages: en/fr/kh

### PYRAMID SERVICE CO., LTD.

Phnom Penh Center, North Building, Ground Floor, Office 011, Corner of Preah Sihanouk (274) and Sothearos (3) Blvds.

Phone: +855 17 86 35 45 or +855 23 21 75 45

Email: info@pyramidtranslate.com

Languages: en/fr/de/it/kh

### CELLULE DE TRADUCTION D'URPP

1, bâtiment D de l'ILE, Université royale de Phnom Penh, Bd. de la Fédération de Russie, Phnom Penh

Phone: +855 12 78 76 65 or +855 12 31 68 46

Email: cdtdef@gmail.com

Languages: fr/kh

### FIRST-CLASS SOLUTIONS LTD.

12 Street 222, Phnom Penh

Phone: +855 23 21 41 42 or +855 78 56 78 63

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## Thorough verification

For the **verification** of the Cambodian documents and certificates by a lawyer commissioned by the Regional consular center, additional costs of **at least USD 330.00** will be charged. These fees have to be paid in cash and USD when submitting the documents. The exact amount depends on the number of documents and their place of issuance.

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

## Further information

All submitted documents and certificates will be verified, legalized and sent to the competent authorities in Switzerland for registration in the Swiss Civil Registry. A delay of at least ten weeks is to be expected until the birth is registered. After this period, the civil status office responsible for your place of origin can provide information on the status of the registration and issue certificates (such as confirmation of birth) upon request.

After 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](http://www.schweizerpass.ch).

If the Swiss parent is not registered with this Embassy as a Swiss abroad and the child will continue to live in Cambodia, registration of the child as a Swiss abroad is necessary. In such case, a completed registration form signed by both parents must also be submitted (see this representation's [website](#)).

The Embassy of Switzerland and the competent Swiss authorities reserve the right to request further documents or verifications.