



Birth of a child in Cameroon to parents married to each other: entry in the Swiss civil status register

02/08/23

Documents to submit

Child:

- Original birth certificate (+4 colour photocopies)
- Valid passport (+2 colour photocopies)
- A current passport picture
- If you have a Swiss family certificate (formerly family record book) and you would like to have it updated, please submit that too, in the original, to your representation.

Parents:

- Photocopy of original marriage certificate
- Original certificate of current residence, established by civil status authority of the place of residence (+3 photocopies)
- Valid passport and if applicable, resident permit

Certain documents may no longer be required if the person is already registered in the Swiss civil status register.

The original documents are to be submitted to the Embassy and will be returned after the finalisation of the procedure.

Additional documents may be required if necessary

Translation

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

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:

- Declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed (the form will be handed out at the counter on the day you submit your documents).
- Advance on the cost of your request for a thorough verification by a law firm approved by the Swiss representation. Any balance will be returned with an exact account. The advance can be paid:

In Cameroon: XAF 700,000 payable at the counter of the Swiss Embassy in Yaoundé;

In Switzerland: CHF 1'100 by bank transfer to:

Federal Department of Foreign Affairs FDFA, Freiburgstrasse 130, 3003 Berne,
postal account 30-197-2, IBAN CH09 0900 0000 3000 0197 2, SWIFT/BIC POFICHBEXXX, indicating:
YAOUNDÉ & the names of the beneficiary.

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

Civil status procedures are relatively long, taking at least 12 months only in Cameroon from the date of submission of the complete file.

The conclusions of the firm's advice are not binding on the civil status authority concerned.

Fees

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

Cameroon:

In the case of a transmission without thorough verification, postage costs (XAF 3500, variable fee) are to be paid at the counter of the Swiss Embassy in cash for the transmission of the file to the Swiss authorities.

If an in-depth verification is carried out, the Swiss Embassy will debit fees related to the processing of the file from the deposited advance payment.

Submission of file - Appointment

Filings are by appointment only. To make an appointment, send an e-mail with scanned copies of the passports of the persons concerned to the following e-mail address: yaounde.etatcivil@eda.admin.ch

Further information

The child must be present while submitting the application.

Only a complete file is accepted.