



China, November 2023

## Leaflet for Legalisations

<b>Document type</b>	<b>Information and documentation needed for transmission to Switzerland</b> All civil status events that mark a person's life (Swiss abroad, their spouses or registered partners and foreigners with a civil status event in Switzerland) from birth to death, are recorded in the Swiss civil status register. Various civil status documents are therefore required for transmission to Switzerland.
<b>Chinese civil status documents</b> such as Birth Certificate, Declaration of Civil Status, Divorce Certificate, Certificate of Residence, Marriage Certificate, etc.	<ul style="list-style-type: none"> <li>• Photocopy of passport of the applicant (person asking for the transmission) 申请人的护照复印件(要求办理传送的人)</li> <li>• Photocopy of residence permit in Switzerland (for foreigners with residency in Switzerland) 瑞士居留许可复印件(针对在瑞士有居住权的外国公民)</li> <li>• Official letter or email from the authorities in Switzerland or the Swiss representation abroad requesting the documents 瑞士使用方机构或者瑞士驻外代表处要求传送文件的官方信函或邮件</li> <li>• Written personal statement incl. the reason for the transmission, name and address of the Swiss authorities requesting the documents and the contact information of the applicant (in a Swiss national language or English) 个人说明信, 包含传送原因, 瑞士使用方机构名称和地址, 申请人的联系方式(瑞士官方语言或英文)</li> </ul> <p><b>Fees:</b> One or two documents RMB 646.00, three or more documents RMB 1'251.00. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable with WeChat/Alipay or cash.</p>
<b>IMPORTANT:</b> Chinese civil status documents must be translated (Swiss national language or English) and notarised by a Notary Public Office. They also need to bear an Apostille issued by the Chinese Ministry of Foreign Affairs. You will find a list of the Chinese Foreign Affairs Offices on the second and third page of this leaflet.	
<b>Chinese school documents</b> such as diploma, transcript, etc.	<ul style="list-style-type: none"> <li>• Chinese school documents can be used directly in Switzerland with an Apostille from the Chinese Ministry of Foreign Affairs. The legalisation of Chinese school documents by a Swiss representation in China is therefore not needed.</li> </ul>
<b>Private signatures on documents</b> such as Power of Attorney, Business License and Real Estate Purchase Contract etc.	<ul style="list-style-type: none"> <li>• Signatory must sign the document in presence of a consular officer and therefore needs to appear in person</li> <li>• Valid original passport of the applicant</li> <li>• Document on which the signature of the applicant is to be affixed</li> <li>• If the signature to be legalised concerns the founding of a company in Switzerland, the articles of association of the company to be formed must also be submitted</li> <li>• Name and address of the authorities in Switzerland requesting the legalisation. The Swiss representation may ask for a confirmation letter of this authority</li> </ul> <p><b>Fees:</b> RMB 325.00 per document. Fees are subject to changes due to foreign exchange rates without prior notice. Fees payable with WeChat/Alipay or cash.</p>
<p><b>IMPORTANT:</b> Only documents that are evidently related to Switzerland can be legalised by the Swiss representation. Documents in connection with financial transactions cannot be legalised.</p> <p>The decision on whether a legalisation is possible or not can only be taken once all the required documents have been submitted. This Swiss representation reserves the right to ask for additional documents and information if required.</p> <p>Only private signatures are legalised, but not the documents itself nor its content.</p> <p>This leaflet also applies to civil status affairs and private signatures in connection to Liechtenstein.</p>	

**Swiss Embassy in Beijing**  
Sanlitun Dongwujie 3  
Beijing 100600, P.R. China  
Phone: +86 10 8532 88 88  
Fax: +86 10 6532 43 53  
[beijing.kanzlei@eda.admin.ch](mailto:beijing.kanzlei@eda.admin.ch)  
[www.eda.admin.ch/beijing](http://www.eda.admin.ch/beijing)

**Consulate General of Switzerland in Shanghai**  
22F, Building A, Far East Intl. Plaza  
319 Xian Xia Road  
Shanghai 200051, P.R. China  
Phone: +86 21 6270 0519  
Fax: +86 21 6270 0522  
[shanghai.consular@eda.admin.ch](mailto:shanghai.consular@eda.admin.ch)  
[www.eda.admin.ch/shanghai](http://www.eda.admin.ch/shanghai)

**Consulate General of Switzerland in Guangzhou**  
27th Floor, Kingold Century  
No. 62, Jinsui Road  
Zhujiang New Town, Tianhe District  
Guangzhou 510623, P.R.China  
Phone +86 20 3833 0450  
Fax: +86 20 3833 0453  
[guangzhou@eda.admin.ch](mailto:guangzhou@eda.admin.ch)  
[www.eda.admin.ch/guangzhou](http://www.eda.admin.ch/guangzhou)

## Chinese Ministry of Foreign Affairs Offices which issue Apostilles:

### Consular District Beijing:

#### **Beijing Municipality (also issuing Apostilles for Ningxia, Tianjin, Tibet, Qinghai and Xinjiang)**

Consular Department of the Ministry  
of Foreign Affairs MFA  
11<sup>th</sup> Floor, Building B  
Fenglian Plaza, No. 18  
Chaoyangmenwai Street  
Beijing 100701  
Tel: 010 6588 9761

#### **Chongqing Municipality**

Chongqing Foreign  
Affairs Office  
No. 57, Honghu East Road  
Yubei District  
Chongqing 400015  
Tel: 023 6387 3733  
023 6362 6820

#### **Gansu Province**

Gansu Provincial  
Foreign Affairs Office  
No. 805, Nanchang Road  
Chengguan District  
Lanzhou 730030  
Tel: 0931 8720 709

#### **Guizhou Province**

Guizhou Provincial  
Foreign Affairs Office  
No.172, Guanshan Xi Road  
Guanshanhu District  
Guiyang 550081  
Tel: 0851 8661 1599

#### **Hebei Province**

Hebei Provincial  
Foreign Affairs Office  
Room 103, Building B  
Minxin Plaza Office Building  
Provincial Government Office  
No. 75 Shifan Street  
Shijiazhuang 050051  
Tel: 0311 8780 7336

#### **Heilongjiang Province**

Heilongjiang Provincial  
Foreign Affairs Office  
No. 300, Guoge Street  
Nangang District  
Harbin 150001  
Tel: 0451 5360 7560  
0451 5363 3973

#### **Henan Province**

Henan Provincial  
Foreign Affairs Office  
No.15, Jingshui Road  
Jingshui District  
Zhengzhou 450003  
Tel: 0371 6568 8864

#### **Hubei Province**

Hubei Provincial  
Foreign Affairs Office  
No. 3, Bayi Road  
Wuchang District  
Wuhan 430071  
Tel: 027 8730 1852

#### **Jilin Province**

Jilin Provincial  
Foreign Affairs Office  
1st floor, Provincial Government  
Affairs Hall,  
No. 9999 Renmin Street  
Changchun 130022  
Tel: 0431 8275 2831

#### **Inner Mongolia Province**

Inner Mongolia Provincial  
Foreign Affairs Office  
Room 104, West Annex Building  
Building 8  
No. 63 Xinhua Street  
Hohhot 010098  
Tel: 0471 6946 380  
0471 6946 082

#### **Liaoning Province**

Liaoning Provincial  
Foreign Affairs Office  
Qiyun Business tower  
No. 96-6, Huanghe South Street  
Huanggu District  
Shenyang 110032  
Tel: 024 2327 1077

#### **Shanxi Province**

Shanxi Provincial  
Foreign Affairs Office  
2nd floor, No. 366 Yingze Street  
Yingze District  
Taiyuan 030001  
Tel: 0351 4083 617

#### **Shaanxi Province**

Shaanxi Provincial  
Foreign Affairs Office  
North Hall, 3rd Floor  
Productivity Building, No. 1  
South Section of Huancheng  
East Road, Beilin District  
Xi'an 710048  
Tel: 029 8323 2980  
029 8241 8705

#### **Shandong Province**

Shandong Provincial  
Foreign Affairs Office  
No. 28-1, Qianfoshan East Road  
Lixia District  
Jinan 250014  
Tel: 0531 5177 8592  
0531 5177 8757

#### **Sichuan Province**

Sichuan Provincial  
Foreign Affairs Office  
No. 100, East 3rd Section  
1st Ring Road  
Chenghua District  
Chengdu 610021  
Tel: 028 8439 2778

#### **Yunnan Province**

Yunnan Provincial  
Foreign Affairs Office  
No. 230, Dagan Road  
Xishan District  
Kunming 650032  
Tel: 0871 6409 8094

#### **Changchun City**

Changchun Municipal FAO  
No. 3066, Nanhuancheng Road  
Nanguan District  
10th Floor, Building A  
Changchun Municipal People's  
Government Office Area 2  
Changchun 130022  
Tel: 0431 8877 5332

#### **Harbin City**

Harbin Municipal FAO  
No. 1 Century Avenue  
Songbei District  
Harbin 150028  
Tel: 0451 8466 4237  
0451 8466 4247

**Jinan City**

Jinan Municipal FAO  
7th Floor, Qianfoshan Building  
No. 15, Wenhua West Road  
Lixia District  
Jinan 250011  
Tel: 0531 8693 1248

**Qindao City**

Qingdao Municipal FAO  
T11 counter on the fourth floor  
of Qingdao Civic Center  
No.17 Fuzhou South Road  
Shinan District  
Qingdao 266071  
Tel: 0532 6620 0531

**Tianjin Municipality**

Tianjin Foreign Affairs Office  
Second floor, Guangyin Building  
Youyi North Road  
Hexi District  
Tianjin 300074  
Tel: 022 5878 5378  
(can only take in requests and  
transfer them to MFA in Beijing)

**Tibet Province**

Tibet Provincial  
Foreign Affairs Office  
No. 11, Linkuo North Road  
Lhasa 850000  
Tel: 0891 6328 433  
0891 6335 171  
(can only take in requests and  
transfer them to MFA in Beijing)

**Xinjiang Province**

Xinjiang Provincial  
Foreign Affairs Office  
No. 226, East Ring Road  
Tianshan District  
Urumqi 830001  
Tel: 0991 6176 788  
(can only take in requests and  
transfer them to MFA in Beijing)

**Qinghai Province**

Qinghai Provincial  
Foreign Affairs Office  
No. 14 Jiefang Road  
Xining 810000  
Tel: 0971 8249 837  
0971 8244 069  
(can only take in requests and  
transfer them to MFA in Beijing)

**Ningxia Province**

Ningxia Provincial  
Foreign Affairs Office  
No. 106, Fenghuang North Street  
Yinchuan 750001  
Tel: 0951 5044 617  
(can only take in requests and  
transfer them to MFA in Beijing)

**Consular District Shanghai:****Shanghai Municipality**

Shanghai Foreign Affairs Office  
Room 104, 1F  
Business Building  
Hotel Equatorial  
Huashan Rd. 228  
Jing'an District  
Shanghai 200040  
Tel: 021 6247 0833

**Jiangsu Province**

Jiangsu Provincial  
Foreign Affairs Office  
F Area, 2F, Jiangsu  
Provincial Government  
Affairs Service Center  
No. 145 Hanzhongmen Street  
Jianye District  
Nanjing 210000  
Tel: 025 8366 6440

**Zhejiang Province**

Zhejiang Provincial  
Foreign Affairs Office  
Counter 2-5, 2F, Zhejiang  
Foreign Communication  
Service Center  
No. 1 Shihan Rd.  
Xihu District  
Hangzhou 310007  
Tel: 0571 8705 4901-4

**Anhui Province**

Anhui Provincial  
Foreign Affairs Office  
Counter No.6, Business  
Hall No.1, 1F, Anhui  
Provincial Government  
Affairs Service Center  
No.509 Maanshan Rd.  
Baohu District  
Hefei 230002  
Tel: 0551 6299 9839

**Ningbo City**

Ningbo Municipal Foreign  
Affairs Office  
No.1901, Ningchuan Road  
Yinzhou District  
Ningbo 315101  
Tel: 0574 8718 7512

**Consular District Guangzhou:****Guangdong Province**

Foreign Affairs Office of the  
People's Government of  
Guangdong Province  
No.2, Youlin 1st Road, Chigang  
Guangzhou 510310  
Tel: 020 8121 9789  
020 8121 7589  
Fax: 020 8121 6029

**Fujian Province**

Foreign Affairs Office of Fujian  
Provincial People's Government  
97 Hua Lin Road, Gulou District  
Fuzhou 350003  
Tel: 0591 8781 5074

**Guangxi Zhuang Autonomous Region**

Foreign Affairs Office of Guangxi  
Zhuang Autonomous Region  
6 Yibin Road, Qingxiu District  
Nanning 530023  
Tel: 077 1559 5561  
077 1561 3250  
Fax: 077 1564 2584

**Hainan Province**

Foreign Affairs Office of Hainan  
Province  
No. 9 Guo Xing Avenue  
Haikou 570203  
Tel: 0898 6531 6350

**Hunan Province**

Foreign Affairs Office of Hunan  
Province  
3F, Xianghui Building  
No. 12 Shaoshanbei Road  
Furong District  
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**Jiangxi Province**

Jiangxi Provincial Foreign Affairs  
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157 Supu Road  
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**Shenzhen City**

Shenzhen Foreign Affairs Office  
Zone B, Citizen Center  
Fuzhong 3rd Road, Futian District  
Shenzhen 518000  
Tel: 0755 8812 0330  
0755 8812 0331