



GHANA

Birth out of wedlock of a child in Ghana

December 2023

Documents to be submitted

- Certified Copy of Entry in Register of Birth of the child (extract in original not older than 6 months, issued on the basis of the early/first registration usually done shortly after birth. Please do not make a new registration, as that would be legally invalid)
- If applicable: Copy of the statutory declaration regarding paternity done before the registration of the birth of the child, by the biological father
- Baptism certificate or any other birth related evidence of the child (weighing card, child health records, etc.)
- Copy of valid passport of the child
- If applicable: Custody order done at the court – (extract in original not older than 6 months) including the judgment (extract in original and not older than 6 months) as well as the statutory declaration legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>)
- Certified Copy of Entry in Register of Birth of the foreign parent (extract in original not older than 6 months, issued on the basis of the early/first registration usually done shortly after birth. Please do not make a new registration, as that would be legally invalid)
- Baptism certificate or any other birth related evidence of the foreign parent (weighing card, child health records, etc)
- Copy of valid passport of the foreign parent
- Copy of valid passport or identity card of the Swiss parent or the parent living in Switzerland

In case the foreign parent has **never been married**:

- Statutory declaration regarding civil / marital status and residence at the moment of birth of the child as well as present time: done by the head of family of the foreign parent (usually biological father or mother) at a notary public/law firm (chosen by the applicant) and legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>). The declarant must present an identity document (with photo and signature – equal passport/identity card) when the declaration is being done. A copy of the identity document must be added to the statutory declaration. The declaration must not be older than 6 months

In case the foreign parent **was previously married**:

- Married: Certificate of marriage (typed true certified copy in original of an ordinance/civil marriage)
- Divorcee: Judgment of divorce (true certified copy) issued by the Court
- Widow / Widower: Certified Copy of Entry in Register of Death (extract in original) of deceased spouse
- Statutory declaration regarding residence before the present marriage, done by the Head of family of the foreign spouse (usually biological father or mother) at a notary public/law firm (chosen by the applicant) and legalized first by the High Court of Justice and then by the Ministry of Foreign Affairs and Regional Integration (<https://www.mfa.gov.gh>). The declarant must present an identity document (with photo and signature – equal passport/identity card) when the declaration is being done. A copy of the identity document must be added to the statutory declaration. The declaration must not be older than 6 months

Embassy of Switzerland for Ghana, Benin and Togo

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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:

- [Questionnaire child](#) and one passport photo (with white background)
- [Questionnaire adult](#) and one passport photo (with white background)
- [Questionnaire for the person residing in Switzerland / Swiss person](#)

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.

Translation

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

Information

Please send the all the requested documents as a **scan in PDF format (good quality)** by e-mail to the Embassy of Switzerland in Accra at accra@eda.admin.ch. After our check, you will be asked to submit the original documents (except your passport) to the Embassy of Switzerland in Accra.

After verification of the documents through our lawyer, the originals will be sent to the competent authorities in Switzerland and will not be returned to you.

Fees

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

The cost of the procedure including the verification of the documents through the lawyer and the legalization and transmission of the documents will be communicated after the submission via e-mail of the documents in PDF format. The fees have to be paid at the Embassy during the submission of the original documents.

Total fees to be paid are between GHS 3'000 and GHS 9'000. As mentioned, they include the lawyer's verification fee which varies depending on the region where the documents have been issued and the region where the investigator will have to travel to in order to proceed with the interviews and varies depending on the number of documents to be verified.

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