



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

01.11.2023

Documents to submit

- Excerpt of birth certificate (*Kutipan Akte Kelahiran*). The latest format is recognized by the fact that it is not older than 6 months, electronically signed (QR code), issued by the Civil Registry Office (*Kantor Catatan Sipil*) and provided with an Apostille, issued by the Ministry of Law and Human Rights (*Kementerian Hukum dan HAM*)
- Duly completed and signed "Birth Registration" form, published on the website of the Embassy
- Foreign passport of the child, if any
- Original official decree establishing filiation or recognition of paternity (*Akte Pengakuan Anak*), translated in a Swiss national language or English
- Copy of passports of the parents

If a parent does not hold Swiss nationality and is not yet registered in the Swiss civil status register, please submit the following:

- Original passport and ID-Card (*KTP*)
- Copy of previous/old family card(s) (*Kartu Keluarga*)
- Original newest and actual family card, not older than 6 months (no Apostille is required)
- Copy of initial birth certificate
- Excerpt of birth certificate (*Kutipan Akte Kelahiran*)
- Attestation (*Surat Keterangan*), issued by the Civil Registry Office or Office of Religious Affairs (*Kantor Urusan Agama/KUA*), not older than 6 months, mentioning civil status, address, and nationality. This attestation must be apostilled by the Ministry of Law and Human Rights.
- If divorced (for more details, see also factsheet "Registration of Divorce"):
 - Divorce certificate (*Kutipan Akte Perceraian*), apostilled by the Ministry of Law and Human Rights
 - Divorce decree (*Putusan Pengadilan*), issued by the Religious Court (*Pengadilan Agama*) or by District Court (*Pengadilan Negeri*) and apostilled by the Ministry of Law and Human Rights
 - Translation of divorce decree in German/French/Italian (no Apostille is required)
- If widowed, death certificate (*Kutipan Akte Kematian*) of the late spouse, issued by the civil registry office and apostilled by the Ministry of Law and Human Rights

The original documents are submitted to the civil status authority concerned in Switzerland and will not be returned. Photocopies and laminated documents or documents legalized by a notary public are not accepted. Additional documents may be required if necessary.

Apostille

All Indonesian civil status documents must be apostilled by the Ministry of Law and Human Rights before being submitted to the Swiss representation.

Contact details of the Offices for Apostille

Public Service of General Legal Administration

Gedung Cik's

Jl. Cikini Raya No. 84-86 Jakarta Pusat

Phone : +62-21-1500105

Website : <https://ahu.go.id/>

E-mail : cs@ahu.go.id

Subfield of General Legal Administration

Regional Office of Ministry of Law and Human Rights in Bali

Jl. Puputan Niti Mandala, Renon, Denpasar

Phone : +62-361-224856

WhatsApp : +62-8112888770

Website : <https://bali.kemenkumham.go.id/>

E-mail : kanwilbali@kemenkumham.go.id

Only for divorce certificate and decree issued by the religious court:

Supreme Court of the Republic of Indonesia

Directorate General of Religious Court

Gedung Bersama Satu Atap

Jl. Ahmad Yani Kav. 58 By Pass, Jakarta Pusat 10310

Phone : +62-21-29079177

Fax : +62-21-29079277

Website : <https://badilag.mahkamahagung.go.id/>

Fees

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

Further information and application for Swiss identity documents

The processing time for the registration in Switzerland may take 6 to 12 weeks. The Embassy will inform the parents once the birth is registered.

A Swiss passport for the child can only be issued after the birth is duly registered in the Swiss civil status registry. The passport can be ordered on the following website: www.schweizerpass.ch.