



## After your marriage performed in Nepal: entry in the Swiss civil status register

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### Documents to submit

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- original marriage registration certificate
- original residence certificate of spouses
- copy of the valid passport and residence permit (if any) of the spouses
- if one of the spouse is a Swiss citizen and domiciled in Switzerland, a copy of their Swiss individual civil status certificate
- address of the spouse in Switzerland

#### **For spouses (male or female) who are not Swiss citizens:**

- original civil status record before marriage:
  - a) unmarried certificate
  - b) divorce registration certificate that specifies when it entered into force
  - c) divorce decree/court judgement
  - d) death registration certificate of spouse
- original birth registration certificate

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

The original documents will be submitted to the civil status authority concerned in Switzerland and must not be older than six months, they will not be returned. Photocopies are not accepted. Additional documents may be required if necessary.

### Translation

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Documents that are not in a Swiss national language or in English must be translated by a notary public. Both original document and notarized translation have to be submitted.

### Legalisation

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The original Nepalese civil registry documents have to be legalized by the Consular Section of the Ministry of Foreign Affairs. Please follow the steps accordingly:

- 1) The documents have to be issued and verified from the Municipality/Office of Local Registrar.
- 2) The documents have to be legalized by the Ministry of Foreign Affairs. The Ministry affixes a stamp with the following wording: "Seen and attested by the Ministry of Foreign Affairs, Department of Consular Services, Kathmandu, Nepal."

### Affidavit

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Once the civil status documents have been attested by the Foreign Ministry and translated, the applicant has to contact a notary public (of your choice) in order to get an Affidavit issued.

The said Affidavit has to summarise all the personal information mentioned in the civil status documents to be submitted to the Embassy.

This document will serve as a self-declaration for the processing of your application with the Embassy of Switzerland and the concerned Swiss Civil Status Office. It is therefore important that the document is strictly and dully issued and it must reflect your actual civil status situation, in Nepal or anywhere else.

## 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. This verification process can be either ordered by the authorities in Switzerland, while examining your file, or it can also be initiated voluntarily from Nepal, prior to its submission to the concerned Swiss authority.

In case the bride or the groom in Nepal wish to speed up the process, he or she can voluntarily agree to a document verification done prior to sending the documents to Switzerland.

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
- advance on the cost of your request for a thorough verification by a law firm approved by the Swiss representation
- questionnaire for the verification of civil status documents

Additional documents may be required, depending on the conclusions of the 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 concerned civil status authority.

## Fees

The costs for processing a marriage preparation and a verification of the documents may vary.

The costs resulting from a thorough verification of foreign civil status documents are to be paid in advance at the time of the documents submission.

A definitive statement of the actual costs will be drawn-up at the end of the process.

Please contact the Embassy for an accurate cost estimate.