

CIVIL STATUS AFFAIRS - REQUIRED DOCUMENTS FOR REGISTRATION

Please note that all the Bangladeshi documents must be in original and have to be legalized by the competent Court or Notary Public and by the Ministry of Foreign Affairs, Consular Section, Dhaka, *before* submitting to the Embassy.

Full Birth Certificate or Extract from the Birth Register + 1 copy

The birth certificate must be issued by the competent local authorities of the place of birth. Date of registration, volume, page, and serial number of the register have to be mentioned on the certificate or extract. The document must not be older than six months and issued on official letterhead paper normally used by the competent local authority i.e. Chairman of Union Parishad (Union Council) or Ward Commissioner, or Municipal Committee / Municipal Corporation. The birth certificate has to be legalized by the 1st class Magistrate. Seal and rubber stamp bearing the name of the Magistrate must be clearly legible. Note: For late registrations additional documents may be requested.

Unmarried Certificate / Marital Status Certificate + 1 copy

This document must not be older than six months, and must be issued by the competent local authority (Chairman of Union Parishad, or Ward Commissioner, or Municipal Committee, or Municipal Corporation) of the birthplace or that of the latest residence of the applicant in Bangladesh. Again, this document must be legalized by the 1st class Magistrate. Seal and rubber stamp bearing the name of the Magistrate must be clearly legible. The name of the declaring Magistrate has also to be given besides his signature and seal.

➔ An affidavit alone is not sufficient, and will not be accepted by the Embassy.

Nationality Certificate + 1 copy

This document must not be older than six months, and must be issued by the competent local authority.

Domicile Certificate + 1 copy

This document must not be older than six months, and must be issued by the competent local authority.

Marriage-Certificate + 1 copy

Muslim marriage:

- Proof of Change of Religion (Conversion) issued by a recognized Moulana / Imam (the names and full addresses of at least two witnesses must be mentioned on the document)

➔ no affidavit of conversion can be accepted.

- Nikah Nama (in Bangla **and** in English) + Marriage Certificate (in English)

Hindu, Buddhist or Christian marriage:

- Official Certificate issued by the Priest (Christian), Monk (Buddhist) or Purohit (Hindu) or Affidavit issued by the "Court for Marriages" (incl. signatures of husband and wife as well as witnesses)

➔ Bride and groom must inform/confirm the Embassy about their chosen family name after the marriage.

Additional if a former marriage was divorced + 1 copy

The following papers are part of a unilateral divorce procedure:

- Original Nikah Nama (in Bangla)
- Original Notice of Divorce (in English)
- Original Arbitration (in Bangla & English)
- Original Talak Nama (in Bangla & English), also called Talak-E-Tofweez
- Divorce Certificate (in English)
- Marital Status Certificate (for the period between divorce and new marriage)

The following papers are part of a mutual divorce procedure:

- Original Nikah Nama (in Bangla)
- Divorce Certificate (in English)
- Affidavit, signed by ex-husband and ex-wife
- Marital Status Certificate (for the period between divorce and new marriage)

Additional if widow or widower + 1 copy

- Death certificate of previous spouse (issued by the competent authority of the place of death)
- Marital Status Certificate (for the period between death and new marriage / requirements see above)

Children from a previous marriage, accompanying applicant + 1 copy

- Full Birth certificate (see above)
- Original passport (current and all previous)
- Nationality Certificates (see above)
- Court Decree relating to the guardianship of the children

- Copy of passport of all concerned persons**

Verification of civil status documents

Usually the competent authority in Switzerland will ask for a verification of the civil status documents. This verification may cause cost up to BDT 60'000. In case the concerned person agrees, in order to win time, the verification process may be started immediately, once the documents are handed in at the Embassy and an advance payment for the costs of the verification is being paid to the Embassy.

Together with the civil status documents, 1 passport picture of wife and husband each has to be handed in.