



Authentication of civil documents

(Birth certificates, marriage certificates, annulments, death certificates)

Swiss interest must be established in your request for the authentication of civil documents.

Important: as of 14 May 2019 an apostille is required on all Philippine civil status, court documents and affidavits for use by Swiss authorities. The apostille can be obtained from the Department of Foreign Affairs (DFA).

1. Preparation of documents

The following documents must be submitted in **original**, with one photocopy:

- Official letter or e-mail from the Swiss authorities** requesting the authentication. The letter must show the contact person and address of the concerned Swiss authority.
- Valid passport** and/or residence permit
- Birth Certificate*** issued by the Philippine Statistics Authority (PSA), with apostille from the Department of Foreign Affairs (DFA), not older than six months

**If birth was registered late (more than 30 days after the date of birth) submit the following additional documents and provide address and phone number of the issuing authorities:*

- Birth Certificate issued by the Local Civil Registrar's Office, with apostille from the DFA, not older than six months
- Original Certificate of Baptism
- Original Grade Card, Transcript of Record or other school certificates
- Certificate of civil status**, not older than six months
For Philippine nationals, any of the following must be submitted, whichever is applicable:
 - Single:**
 - Certificate of no marriage "CENOMAR"** issued by the PSA, with apostille from the DFA
 - Widowed:**
 - Certificate of Advisory on Marriages "CEMAR"** issued by the PSA, with apostille from the DFA
 - Death Certificate** of former spouse, issued by the PSA, with apostille from the DFA
 - Divorced/annulled marriage:**
 - Certificate of Advisory on Marriages "CEMAR"** issued by the PSA, with apostille from the DFA
 - Annotated Marriage Certificate** issued by the PSA, with apostille from the DFA
 - Certified true copy of Court Decision/Order/Decree** and **Certificate of Finality** of the annulment/recognition of foreign divorce of marriage, with apostille from the DFA and translated into any Swiss Language (German, French or Italian).

2. Submission of documents	<p>The documents may be submitted personally at the Swiss Embassy or sent by courier.</p> <p>Fees: An advance payment of PHP 13'000.00 in cash (covering time-based fee for document processing, transport fees, telephone fees, postal fees, document verification fees) will be collected upon submission of the documents.</p> <p>Processing time: At least 3-4 months, provided that the documents are found in order</p>
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3. Transmission to Switzerland	<p>The documents will be verified with the local authorities. They will be translated, and then transmitted to the concerned civil status authority in Switzerland provided that there are no discrepancies.</p> <p>The client will be informed about the transmission of the documents and the remaining balance to be claimed.</p>
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Important information
<ul style="list-style-type: none"> • List of translators can be found on our official webpage: https://www.eda.admin.ch/countries/philippines/en/home/services/uebersetzer.html • The Embassy may require further verification through an external service provider, ask for additional documents and fees, if deemed necessary.

Contact Information for Civil Status Matters

Mailing Address: Embassy of Switzerland
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1226 Makati City

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December 2019
Replaces all previous information