



Birth of a child in Bangladesh from married parents: entry in the Swiss civil status register

09.02.2022

Documents to submit

- Full Birth Certificate or Extract from the Birth Register
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.
Note: For late registrations, additional documents may be requested.
- if you have a Swiss family certificate/book and you would like to have it updated, please submit that too, in the original, to your representation.

The original documents are 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

Documents that are not in English must be translated.

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. To this end, a declaration form concerning the voluntary verification of foreign civil status documents needs to be signed during the appointment at the Swiss Embassy.

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.

Fees

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

The thorough 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.

Appointment

To schedule an appointment, send an e-mail with a scan of your documents to dhaka@eda.admin.ch.

Embassy of Switzerland in Bangladesh
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