



## Adoption in Cameroon: entry in the Swiss civil status register

26/08/2024

### Documents to submit

#### Adopted child:

- Original birth certificate with the transcription of the adoption (+4 color photocopies and 4 b/w photocopies)
- Original of adoption judgment : *expédition, signification/notification, grosse et certificat de non-appel* (+4 colored photocopies and 4 b/w photocopies)
- Valid passport (+ 2 color photocopies and 3 b/w photocopies)
- A current passport picture

#### Swiss applicant(s) residing in Switzerland:

- Valid passport
- Residence information
- Possibly a copy of the hosting permit

#### Swiss applicant(s) domiciled in Cameroon:

- The adoption documents listed above
- Certificate of registration issued by the Swiss Embassy (XAF 24'000, variable fee)

**The original documents are to be submitted to the Embassy** and will be returned after the finalisation of the procedure.

Additional documents may be required if necessary.

### Translation

Documents that are not in a Swiss national language or 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, please submit the following to the Swiss representation:

- declaration form concerning voluntary verification of foreign civil status documents, duly dated and signed (the form will be handed out at the counter on the day you submit your documents).
- advance on the cost of your request for a thorough verification by a law firm approved by the Swiss representation. Any balance will be returned with an exact account. The advance can be paid:

**In Cameroon:** XAF 700,000 payable at the counter of the Swiss Embassy in Yaoundé;

**In Switzerland:** CHF 1'100 by bank transfer to:

Federal Department of Foreign Affairs FDFA, Freiburgstrasse 130, 3003 Berne,  
postal account 30-197-2, IBAN CH09 0900 0000 3000 0197 2, SWIFT/BIC POFICHBEXXX, indicating:

**YAOUNDÉ & the names of the beneficiary.**

Additional documents may be required, depending on the conclusions of a lawyer's expert advice or the requirements of the authorities concerned in Switzerland.

**Civil status procedures are relatively long, taking at least 12 months only in Cameroon from the date of submission of the complete file.**

The conclusions of the firm's advice are not binding on the civil status authority concerned.

## Fees

Switzerland: Entry of adoption in the Swiss civil status register is free of charge.

Cameroon:

In the case of a transmission without thorough verification, postage costs (XAF 3500, variable fee) are to be paid at the counter of the Swiss Embassy in cash for the transmission of the file to the Swiss authorities.

If an in-depth verification is carried out, the Swiss Embassy will debit fees related to the processing of the file from the deposited advance payment.

## Submission of file - Appointment

**Filings are by appointment only.** To make an appointment, send an e-mail with scanned copies of the passports of the persons concerned to the following e-mail address: [yaounde.etatcivil@eda.admin.ch](mailto:yaounde.etatcivil@eda.admin.ch)

## Further information

**The child must be present while submitting the application.**

Only a complete file is accepted.

ATTENTION: the Cameroonian child does not automatically receive Swiss nationality after the conclusion of the adoption transcription procedure.

### **Application for family reunification in case of simple adoption**

In order to apply for family reunification in Switzerland (visa D); please join the followings supplementary documents to your file:

- 3 completed visa applications with the exact address of residence in Switzerland and 4 current passport pictures

The related visa fees (for files with thorough verification: amount already included in the due advance fee) are as follows.

Child adopted by a non-EU/EFTA citizen not married to a Swiss/EU/EFTA citizen:

Child up to the age of 6:	free of charge
Child from 6 to 12 years:	XAF 28'500 (variable fee)
Child from 12 years of age:	XAF 57'000 (variable fee)