



## Birth of a child in the Cook Islands to unmarried parents: How to update the Swiss civil status register

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### Documents to submit

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#### For the child:

- Cook Islands Birth certificate with Apostille**
  - showing the full name of the parents
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - legalised with an Apostille
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
- Certified copy of the birth registration form**, issued and certified by the Registrar of Births, Deaths & Marriages.
- Two copies of the foreign passport of the child**, if the child already holds a passport
- Form ["Additional information to register a Birth"](#)**, dated and signed by both parents

#### For the non-Swiss parent:

- Birth certificate with Apostille**
  - showing the full name of the parents
  - legalised with an Apostille
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
- Two copies of the passport**
- If single (= never been married or in a registered partnership before): A statutory Declaration/Affidavit with Apostille**
  - sworn before a Notary Public
  - stating the following:
    - Residential address at the time of the child's birth
    - Nationalities
    - Confirmation of the marital status (never been married or in a registered partnership before) at the time of the child's birth
  - original not older than 6 months
  - legalised with an Apostille
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you

**See next page for further information**

- ❑ **If divorced: Divorce order from the Cook Islands with Apostille**
  - Original order dissolving marriage/civil union or an original certified copy, issued within the last 6 months by the Court which granted the order (will not be returned to you)
  - with mention of date order made and date order sealed
  - legalised with an Apostille
  - photocopies, scans or certified copies will not be accepted
  
- ❑ **If widowed: Cook Islands Death certificate of previous spouse with Apostille**
  - issued within the last 6 months. If the document is older, a new document must be ordered
  - legalised with an Apostille
  - photocopies, scans or certified copies will not be accepted
  - will not be returned to you
  
- ❑ **If any document has not been issued by the Cook Islands authorities, please contact this representation.** We will then inform you about the criteria required for the non-Cook Islands documents. Additional documents and/or an advance payment may be required for the verification process, which can take several months.

## Fees

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

## Further information

### Where to obtain the documents?

Ministry of Justice, Registrar of Births, Deaths & Marriages

Website [www.justice.gov.ck](http://www.justice.gov.ck), Email [offices@justice.gov.ck](mailto:offices@justice.gov.ck)

or the Cook Islands High Commission in Wellington for application forms

Phone: +64 4 497 5126 or Email: [cookislands@cookhicom.org.nz](mailto:cookislands@cookhicom.org.nz)

### Where to obtain the Apostille?

The Ministry of Foreign Affairs and Immigration

P.O. Box 105, 2<sup>nd</sup> Floor, Cold Store Building, Avarua, Rarotonga (Cook Islands)

Website: [www.mfai.gov.ck](http://www.mfai.gov.ck), Email [secfa@mfai.gov.ck](mailto:secfa@mfai.gov.ck)

Phone: +682 29 347

### Where to send the documents?

Embassy of Switzerland

10 Customhouse Quay

P.O. Box 25004

Wellington 6146

New Zealand

Upon receipt of the relevant documents, the Embassy will translate and legalise the documents and forward them to the appropriate authority in Switzerland, so that the family details can be updated in the Swiss civil status register (Infostar); this takes on average 3-4 months.

The civil registrar authorities in Switzerland may request additional documents / information.

Failure to register children before the age of 25 will lead to the loss of their **Swiss citizenship**. Information regarding the Swiss citizenship of your child can be found on our website [citizenship](#).

After the completed registration of the birth in the Swiss civil status register, an application for a **Swiss passport** and / or identity card may be submitted. The parents may file such an application through the website: [Passport and identity card](#).