



Birth of a child in New Zealand to unmarried parents: How to update the Swiss civil status register

16.11.2023

Documents to submit

For the child:

- New Zealand Birth certificate**
 - showing the full name of the parents
 - 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 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

If the birth has been notified to the New Zealand authorities per post or personally:

- Certified copy of the **“Notification of birth for registration of the child”** ([source document](#))*
 - certified by the Department of Internal Affairs (DIA), Births, Deaths & Marriages

If the birth has been notified to the New Zealand authorities online:

- Letter** issued by the Department of Internal Affairs (DIA)*, Birth, Deaths & Marriages, confirming
 - that the birth was notified online by both parents,
 - with notification date and
 - family name/s and first name/s of the parents.

* In order for the Department of Internal Affairs (DIA - Births, Deaths & Marriages) to issue the source document or a letter, DIA requires that you fill out an application form and submit it to them. You can find the document here: [form DIA to request for Source Document](#). In either case (birth notified online or personally/per post) DIA requires a Source document application form. If the birth was notified online, they will generate a letter instead of the Source document.

See next page for further information

For the non-Swiss parent:

Birth certificate

- showing the full name of the parents
- 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 the non-Swiss parent is single (= never been married or in a registered partnership before): A statutory Declaration

- sworn before a Notary Public ([NZ notary public website](#)). This Embassy does not accept declarations sworn before a Justice of the Peace (JP's).
- 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
- will not be returned to you

You can find an example of the form on the [Govt.nz website](#) from the New Zealand Government: [Statutory declaration](#).

If the non-Swiss parent is divorced: Order Dissolving Marriage from New Zealand

- 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
- photocopies, scans or certified copies will not be accepted

If the non-Swiss parent is widowed: New Zealand Death certificate of previous spouse

- 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

- If any document has not been issued by the New Zealand authorities, please contact this representation.** We will then inform you about the criteria required for the non-New Zealand 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?

Department of Internal Affairs (DIA)
Births, Deaths and Marriages,
PO Box 10526, Wellington 6143
New Zealand
Website www.bdm.govt.nz
E-mail: bdm.nz@dia.govt.nz

Where to send the documents?

Embassy of Switzerland
Level 12, 10 Customhouse Quay, Wellington
6011
PO Box 25004, Wellington 6140
New Zealand

See next page for further information

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](#).