



After your marriage/partnership performed in South Africa: entry in the Swiss civil status register

July 2023

Documents to submit

- Original unabridged Marriage Certificate*** or **unabridged Civil Union Certificate*** (containing the full information, including the civil status of both partners before marriage/partnership), issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)
- Original unabridged Birth Certificate*** of South African spouse/partner, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)
- Original Certificate of residence*** from the South African spouse/partner, affidavit mentioning the detailed residence address of (at least) the last six months as well as the period (since ... until...), issued by a Commissioner of Oaths
- Photocopy of Swiss Passport or ID Card of Swiss spouse/partner
- Photocopy of Passport or ID card of the South African spouse/partner indicating the surname after the marriage/partnership
- If the Swiss spouse is a dual citizen: photocopy of South African Passport or ID card indicating the surname after the marriage/partnership
- Marriage questionnaire, completed and signed by both spouses/partners

If the South African spouse/partner has been previously married or if widowed:

- Original certified copy of the Final Order of Divorce/dissolution of partnership***, issued by the competent High Court and **legalized with an Apostille** (see page 2)
- Original abridged Death Certificate*** of the previous spouse/partner, issued by the Department of Home Affairs (DHA) and **legalized with an Apostille** (see page 2)

If the surname after marriage of the Swiss citizen is neither clearly indicated on the marriage/civil union certificate nor on any other official document, a **Declaration of Name** can be requested by the authorities of Switzerland. This declaration of name has to be completed and signed in person by both spouses at the competent Swiss representation.

The original certificates are submitted to the competent civil status authority in Switzerland and will not be returned (**photocopies or certified copies with an Apostille issued by a Public Notary are not accepted**). Additional documents may be required by the Swiss civil status authority.

Only original certificates with seal and signature of the competent Officer of the Department of Home Affairs (DHA) or the Registrar of the High Court in charge can be accepted.

All documents marked with a * **must not be older than six months** (date of issue) at the time of their submission to the Regional Consular Centre (RCC) or the Consulate General.

Translation

Documents that are not in English must be translated into a Swiss national language (German, French, Italian or Romansch).

Apostille

The process to obtain an **Apostille** on the certificates issued by the Department of Home Affairs (DHA) is described on the website of the Department of International Relations and Cooperation (DIRCO).

Address of the local authority concerned:

Departement of International Relations and Cooperation (DIRCO)

OR Tambo Building
460 Soutpansberg Rd
Rietondale
Pretoria, 0084
South Africa
<http://www.dirco.gov.za/consular/legalisation.htm>

For the Apostille on the **divorce/dissolution of partnership certificate**, please contact the concerned provincial divisions of the High Court <https://www.judiciary.org.za/>

Fees

Entry of the marriage/partnership in the Swiss civil status register is free of charge, however in certain cases fees can occur. If this is the case, you will be informed accordingly.

Processing time

Once the complete documentation has been received by the competent Swiss representation, experience has shown, that this process can take several weeks or months.

Further information

If the documents are sent by mail: Please include a cover letter mentioning your personal and contact details. It is however strongly recommended to use a private courier company.

Only once the marriage/partnership has been registered in Switzerland, a new Swiss passport can be issued in case of surname change after the marriage.

Please contact the Regional Consular Centre Southern Africa (RCC) at the Embassy of Switzerland in Pretoria or the Consulate General of Switzerland in Cape Town if a **citizen of a different country is concerned or the marriage took place outside of South Africa.**

Regional Consular Centre Southern Africa

225 Veale Street, New Muckleneuk, 0181 Pretoria
P.O. Box 2508, Brooklyn Square, 0075 Pretoria
Phone: +27 12 452 0660, Fax: +27 12 346 6605
southernafrica@eda.admin.ch ; www.eda.admin.ch/pretoria

Consulate General of Switzerland

Two Foreshore Place, 32nd floor, suite 3201
2 Riebeeck Street, 8001 Cape Town
P.O. Box 563 / 8000 Cape Town
Phone: +27 21 400 7500, Fax: +27 121 418 3688
capetown@eda.admin.ch ; www.eda.admin.ch/capetown