



## After your marriage performed in Cameroon: entry in the Swiss civil status register

26/08/2024

### Documents to submit

- ☐ Original of the marriage certificate (+4 colour photocopies and 4 black/white photocopies)
- ☐ Confirmation of the publication of banns (+7 photocopies)
- ☐ Certificate of non-opposition (+7 photocopies)

#### For foreign spouses (male or female):

- ☐ Original birth certificate **with annotation of the marriage on the certificate and in the register** (+ 4 colour photocopies and 4 black/white photocopies of each), as well as a certified copy dated less than 6 months, issued by the civil status office of the place of birth (+ 7 photocopies)
- ☐ Applicable original civil status record at the time of your child's birth:
  - a) Single: certificate of celibacy, established by civil status authority of the place of birth or place of residence (+7 photocopies)
  - b) Divorced: divorce decree - *expedition, signification/notification, certificate de non appel* and *grosse* - and marriage certificate **with annotation of divorce on the marriage certificate and in its register (likewise on the birth certificate)** (+4 colour photocopies and 4 black/white photocopies of each)
  - c) Death certificate of deceased spouse and marriage certificate **with annotation of widowhood on the marriage certificate and in its register** (+4 colour photocopies and 4 black/white photocopies of each)
- ☐ Original certificate of residence valid when the marriage was performed (established by civil status authority of the place of residence) (+7 photocopies)
- ☐ Valid passport (+2 colour photocopies and 2 b/w photocopies).

#### For spouses (male or female) in Switzerland:

- ☐ Valid passport ( + residence permits for foreigners)
- ☐ Copy of their Swiss individual civil status certificate
- ☐ Exact Address

Certain documents may no longer be required if the person is already registered in the Swiss civil status register.

**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:

Ambassade de Suisse au Cameroun  
BP 1169  
Yaoundé - Cameroun  
Tél. +237 222 21 18 57 / +41 58 464 18 56  
yaounde.etatcivil@eda.admin.ch  
www.eda.admin.ch/yaounde

- ☐ 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 the marriage 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**

## Further information

Only a complete file is accepted.

Marriage does not automatically give the right to settle in Switzerland.

### Application for family reunification for spouse

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

- ☐ Extract from the criminal record - *bulletin n° 3*, dated less than 6 months (+ 6 photocopies)
- ☐ 3 completed visa applications with the exact address of residence in Switzerland and 4 recent passport pictures ;

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

Non-EU/EFTA citizen married to a Swiss/UE/AELE citizen:	free of charge
Non-EU/EFTA citizen not married to a Swiss/UE/AELE citizen:	XAF 57'000 (fee variable)