



## Death in India: entry in the Swiss civil status register

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February 2022

### Documents to submit

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- original death certificate, issued by the Registrar of Births & Deaths
- copy of confirmation certificate of the death from the doctor or hospital
- Swiss identity documents of the deceased (passport and identity card). The voided documents can be returned for commemorative purposes.
- contact information for reaching a member of the surviving family

The original documents will be submitted to the civil status authority concerned in Switzerland and must not be older than six months. Photocopies are not accepted. Additional documents may be required if necessary.

### Translation

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Documents that are not in a Swiss national language or in English must be translated in English.

### Legalisation

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Indian civil status documents have to be legalised by the Home Ministry of the state where the certificate has been issued. Thereafter they have to be legalised with an Apostille by the Ministry of External Affairs before being submitted to the Swiss representation. Please find the contact details of the Legalisation/Apostille offices here: <https://www.mea.gov.in/apostille.htm>

If you opt for a voluntary verification, a legalisation of the documents is not required.

### Voluntary verification

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The official documents might have to be verified by the Swiss representation, which will take around 3-4 months. The decision to do so will be taken by the authorities in Switzerland after having received your file. The majority of cantons require a verification. In order to speed up the processing of your file, the Embassy can do this verification process before sending the file to Switzerland. 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
- questionnaire for the verification of civil status documents
- advance on the cost of your request for a voluntary verification (see "Fees" below)

Additional documents may be required, depending on the circumstances or the requirements of the authorities concerned in Switzerland.

## Fees

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Entry of the death in the Swiss civil status register is free of charge.

If you would like to do opt for a voluntary verification, an advance payment of INR 80'000 (CHF 1'000) is required. An account statement with the expenses will be sent to you after completion of the process and the remaining balance will be reimbursed.

## Further information

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- Laminated documents are not accepted.
- Full names have to be written on the certificates. Abbreviations of names are not accepted. The name of one person should be the same on all the documents submitted.
- Once the file is complete, it will be forwarded to Switzerland within 2-3 weeks for the registration in the Swiss central civil registry.

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