



Birth of a child in Malaysia to parents who are not married: entry in the Swiss civil status register

September 2022

Documents to submit

- New extract of the **birth certificate** of the child, not older than six months, issued by the “National Registration Department of Malaysia”
 - If the father’s information is mentioned on the certificate, no separate acknowledgment of paternity is required.
 - Otherwise, the child's father must sign a declaration of acknowledgment of paternity in front of the competent civil status officer in Switzerland after having previously submitted all documents to this Regional Consular Center.
- Copy of the **child's foreign passport** (if available)
- Copy of the **Swiss passport** of the Swiss parent

For the Malaysian parent:

- Copy of **Malaysian passport**
- New extract of the **birth certificate**, not older than six months, issued by the “National Registration Department of Malaysia”.
- Legalized copy of the **Malaysian identity card**
- Certificate of civil status (“single”, “divorced” or “widow”) before the marriage, not older than six months
 - Malaysian citizens obtain such document with the “National Registration Department of Malaysia”
 - Malaysian citizens of Muslim faith obtain instead a statutory declaration through a Muslim “Commissioner of Oaths”
 - If divorced, additionally the **divorce decree** (*Decree Nisi Absolute*) or **certificate of divorce**
 - If widowed, additionally the **death certificate** of the previous spouse
- Certificates regarding changes of first and surnames** in case they were ever changed

Malaysia does not distinguish between **first** and **last name**. The parents are therefore asked to provide the desired separation of the names of the child as well as of the Malaysian parent for the Swiss Civil Registry on a separate letter.

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Translation

The documents which are not already bilingual (Malaysian/English) require a **translation** into English, German, French or Italian by a translation office approved by the Ministry of Foreign Affairs.

Legalisation

All documents from Malaysia and their translations must be **legalized by the Ministry of Foreign Affairs of Malaysia** before being submitted to the Regional Consular Center in Bangkok:

<https://www.kln.gov.my/>

Fees

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

Further information

The documents and certificates must be submitted as originals (Exception: copies of passports will be accepted if sent by post) during [counter opening hours](#) (with prior [appointment](#)) or sent by post. Certificates issued once only will be returned immediately.

All submitted documents and certificates will be sent through official channels to the civil status office in Switzerland. The processing time until the birth is registered can take up to six months.

After this period, the civil status office responsible for your place of origin can provide information on the status of the registration and issue certificates (e.g. confirmation of birth) upon request.

Important: After the completed registration of birth in the Swiss Civil Registry, an application for a Swiss passport and/or Identity card may be submitted. The parents may file such an application through the website www.schweizerpass.ch.

If the Swiss parent is not registered with the Regional Consular Center as a Swiss abroad and the child continues to live in Malaysia, registration of the child as a Swiss abroad is necessary. In such case, a completed registration form signed by both parents must also be submitted (see this representation's [website](#)).

Cantonal civil status authorities can demand further documents if needed.