



Birth of a child in Myanmar to parents married to each other: entry in the Swiss civil status register

November 2022

Births of children to Swiss nationals have to be reported to the Regional Consular Center as soon as possible.

Documents to submit

- Birth certificate** of the child ("Birth certificate" or "Birth certificate born alive" or, if not available, "Recommendation of Birth Certificate") issued by the Township Public Health Administration Department at the place of birth
 - If the child's name is not mentioned on the birth certificate, the parents must declare it (first name and family name) on a separate cover letter. The signature of both parents is required for this purpose.
- Foreign passport** of the child, if already existing
- Passports of the parents (copy sufficient)

All documents must be submitted in the original. They can be handed in during counter opening hours either at [the Swiss Embassy in Yangon](#) or at the [Regional Consular Centre Bangkok](#) prior [appointment](#). Only documents issued once (e.g. birth certificate) will be returned immediately.

In Myanmar, there is no separation between first and family names. The child's parents are requested to indicate the desired separation of the names of the child as well as the Myanmar parent for the civil status register in Switzerland on a separate letter.

Translation & Legalisation

All documents drawn up in Myanmar must be translated into **English** in advance by a "Notary Public" recognised by the Myanmar Ministry of Foreign Affairs. The translations must be **certified** by the **Myanmar Ministry of Foreign Affairs** before submission.

Fees

Additional costs of at least **USD 400.00** will be incurred for the **verification** of the Myanmar documents by the **lawyer of confidence**. These fees are to be paid in cash in USD when the documents are handed over. The exact amount depends on the number of documents and their place of issue.

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Further information

All documents and certificates submitted will be checked, certified and sent through official channels to the competent civil status authorities in Switzerland for entry in the Swiss civil status register. A period **of at least ten weeks** must be expected before the birth is subsequently registered.

The Swiss passport and/or identity card can only be ordered via the website www.schweizerpass.ch once the birth of the child has been entered in the Swiss civil status register.

If the Swiss parent is not registered with the Regional Consular Center as Swiss abroad and the child will continue to live in Myanmar, the child must be registered as Swiss abroad. In this case, the fully completed registration form signed by both parents (see the website of this representation) must also be submitted.

The Regional Consular Centre and the competent Swiss authorities reserve the right to request additional documents or to have additional certificates checked.

If you have any further questions, please do not hesitate to contact the Bangkok Regional Consular Centre by e-mail or telephone