



## Birth of a child Serbia/Montenegro to parents married to each other: entry in the Swiss civil status register

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### Documents to submit

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- original birth certificate of your child on international form CIEC issued by the civil status office of the place of birth (**Izvod iz matične knjige rođenih, iz mesta rođenja, na međunarodnom obrascu CIEC**).
- Copy of the child's foreign passport if he/she already has one.
- Copies of both parents' passports.
- Residence address of both parents
- if you have a Swiss family certificate/book and you would like to have it updated, please submit that too, in the original, to your representation.

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

### Translation

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All civil status documents written in the local language must be translated into an official Swiss language or into English.

Multilingual documents written on the CIEC international form do not need to be translated.

### Legalisation

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Multilingual documents written on the CIEC international form do not require the apostille.

All other documents must be provided with the apostille before being translated and delivered to the representation.

The apostille is issued by the Serbian/Montenegrin municipal court competent for the place of issue of the original document (The Hague Convention dated 5<sup>th</sup> October 1961)

### Fees

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

### Delivery of documents

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To make an appointment please send an e-mail with a scanned copy of the passport of the person who will be submitting the file to: [belgrade@eda.admin.ch](mailto:belgrade@eda.admin.ch).

If the documents are submitted by a third party, a notarised power of attorney is required.

It is also possible to send all documents by post. If the documents are incomplete or contain errors, the embassy will not process them and all documents will be returned to you.

## Further information and application for Swiss identity documents

A minimum period of two months should be allowed for the registration of births. The civil status office competent for the child's place of origin will provide information on the registration status after this period has expired and will issue official confirmations on request (e.g. confirmation of birth).

Once the birth has been registered in the civil status register, the parents can order a Swiss passport/or an identity card via the website: [www.swisspassport.ch](http://www.swisspassport.ch) .

<https://www.fedpol.admin.ch/fedpol/en/home/pass---identitaetskarte/pass/auslandschweizer.html>

If the Swiss parent is not registered with this embassy as a Swiss citizen abroad and the child will live in Serbia/Montenegro, the child must be registered as a Swiss citizen abroad. In this case, the registration form signed by both parents must also be submitted.

A Swiss identity document can only be ordered after the child's birth registration in the civil status register or upon confirmation of the child's Swiss nationality.