



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

March 2024

### Documents to submit

Children of Swiss citizen born in the Republic of Korea have to be registered at the civil status office in Switzerland. The Embassy of Switzerland in Seoul requires the following documents to be able to request this registration in Switzerland.

Submission of documents is possible with appointment or by post. Please contact the consular section of the Embassy by e-mail [seoul.chancery@eda.admin.ch](mailto:seoul.chancery@eda.admin.ch) or by phone.

### Child **WITHOUT** Korean nationality

- Recognition of paternity: This must be filled out at the Embassy of Switzerland in Seoul.
- Birth certificate from the hospital
  - If the birth has taken place in a national clinic, you may obtain the Apostille directly at Ministry of Foreign Affairs (MoFA).
  - If the birth has taken place in a private clinic, the birth certificate must first be translated/legalized by a law firm and only after that you may obtain the Apostille.
- Form sheet "[Announcement of birth](#)" for exact spelling of the names, add your contact details and exact transcription of the names of the parents from the Korean parent of the child. The transcription of the names has to be identical on all documents in accordance with the passports of the Korean citizens' parents. Both parents have to sign the form.
- Passport copy of parents

### Swiss parents, who are **not** registered at the Embassy

- Valid passport in original
- Certificate of residence from the official residency in Switzerland
- Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

### Child **WITH** Korean nationality

- Recognition of paternity (인지 Inji): The father of the child must do acknowledgement at the local office (Gu-cheong 구청).
- Identification Certificate, detailed "Gibon Jungmyungseo-sangsae (기본증명서-상세)" with Apostille\* + copy
- Family Relation Certificate, detailed "Gajokgwangye Jungmyungseo-sangsae (가족관계증명서-상세)" with Apostille\* + copy

**Note:** Since December 2019, the Korean authority is issuing "English Language Certificate of Family Relation" (영문 가족관계증명서). This document is not accepted as it does not contain full information from the Korean version.

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Seoul 03165

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[seoul@eda.admin.ch](mailto:seoul@eda.admin.ch), [www.eda.admin.ch/seoul](http://www.eda.admin.ch/seoul)

Form sheet "[Announcement of birth](#)" for exact spelling of the names, add your contact details and exact transcription of the names of the parents from the Korean parent of the child. The transcription of the names has to be identical on all documents in accordance with the passports of the Korean citizens' parents. Both parents have to sign the form.

Passport copy of parents

#### **Swiss parent, who is not registered at the Embassy**

Valid passport in original

Certificate of residence from the official residency in Switzerland

Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

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

### Translation

Korean civil documents will be translated by the Embassy of Switzerland in Seoul.

### Apostille

To obtain 'Apostille' on Korean civil status documents, please contact the following office

#### **Service and Support center for Overseas Koreans**

Twin Tree A bldg, 15fl.

6 Yulgok-ro, Jongno-gu, Seoul 03142

Tel. +82 2 6747 0404

<http://www.oka.go.kr/oka/services/info/apostille/>

How to get Apostille: <http://www.oka.go.kr/oka/services/info/apostille/>

or **E-Apostille:** <https://www.apostille.go.kr/gb/app/appIndex.do>

### Fees

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

### Further information

All submitted documents and certificates will be verified, legalized and forwarded to the competent civil register office in Switzerland. This procedure can take at least 2 months. Once the child is registered in Switzerland, a Swiss passport and/or Identity card can be applied through [www.schweizerpass.ch](http://www.schweizerpass.ch)

If the parents are registered as Swiss Abroad at the Embassy, the child will also be registered.

Should you have any questions, please do not hesitate to contact the consular section of the Embassy by e-mail [seoul.chancery@eda.admin.ch](mailto:seoul.chancery@eda.admin.ch) or telephone.

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