



After your marriage performed in Uganda: entry in the Swiss civil status register

February 2023

Documents to submit in person to your Swiss representation

- Certificate of Marriage
- Application for marriage registration (available at the Consulate in Kampala or at the Embassy)

From the Ugandan spouse:

- Birth certificate
- Unmarried certificate (from URSB) regarding civil status before marriage (single, divorced, widowed):
 - If widowed: Death certificate of former spouse
 - If divorced: Divorce Decree absolute
- Domicile certificate (established by the Local Council)
- Original & copy of passport

If you plan to take up residency in Switzerland:

- Certificate of Good Conduct**
- 3 passport pictures
- 3 visa application forms (Visa D), completed and signed
- Proof of Knowledge of the national language spoken at the place of residence in Switzerland: Oral A1. Also, an enrolment in a language course that will allow this level to be acquired will be accepted. Spouses of Swiss and EU/EFTA nationals are exempt from the proof of language competency requirement.

Certain documents may not be required if the person is already registered in the Swiss civil status register.

From the Swiss spouse:

- Copy of their certificate of current residence in Switzerland
- Copy of their valid passport or identity card
- If available: Copy of their certificate of civil status for Swiss nationals (Personenstandsausweis, Certificat individuel d'état civil, Certificato individuale di stato civile)

The original documents are submitted to the competent civil status authority 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.

Thorough verification

The costs of UGX 2,300,000 for a thorough verification of Ugandan civil status documents are to be paid in advance. A definitive statement of the actual costs will be drawn up at the end of this process.

Fees

Visa application fees free of charge (spouse of Swiss national).

****Police Clearance and Certificate of Good Conduct**

The process of obtaining and renewing a genuine Certificate of Good Conduct can be done online using the Website of Uganda Police Force www.upf.go.ug

The online services were launched on 17th May 2021 with the view of minimizing the spread of COVID19 and congestion at the Directorate of Interpol and International Relations Uganda Police Force.

The process is as follows;

- Ø Visit the Uganda Police Force Website www.upf.go.ug and click on the Services tab
- Ø Click on Register in order to create a new account or log in to access an already registered account.
 - Make sure to consent to the different terms of usage and conditions for new account holder and confirm your email address
- Ø After logging in, the online portal will provide three (3) options of **New Applicant, returning applicant**, and an option to **complete the application**
- Ø For New applicants, click the button and fill in the preceding forms with your details
- Ø Choose payment options to finish your activity for a new applicant. The payment mode includes cash, mobile money, POS, Credit/Debit Cards, and Cheque options to ease your experience. **Remember when you choose the cash option, you will be required to print out a bank slip and pay the fees in a bank**
- Ø Make sure you make payments for the service and log in to your account again. Choose the option of a complete application. Take note that failure to pay your application fees within two working days means cancellation of the transaction
- Ø Book an Appointment for Fingerprint capture at the Interpol office. You will receive an email confirming the date that you have selected together with the requirements to go with
- Ø Print your payment receipts and application preview pages and wait for your appointment date
- Ø On the day of the appointment, you will be required to come with the following documents;
 - Two (2) passport size photos
 - Two (2) copies of your National ID, Passport or Refugee ID
 - Copy of application preview printed from the system
 - Copy of Receipt printed from the system

Application fees:

UGX76,000 for the Certificate of Good Conduct, **UGX23,000** for the Police Clearance.

For Asylum Seekers/Refugees:

Asylum seekers without passports can obtain Certificates of Good Conduct issued by the Directorate of Interpol and International Relations Uganda Police Force.

When asylum seekers have been granted refugee status by the Department of Refugees Management- Office of the Prime Minister, they are given a **Refugee Identification Card and Number**.

Before an asylum seeker applies for a Certificate of Good Conduct or has the intention of travelling outside Uganda, they **must** inform the Commissioner-Refugee Management at the Office of the Prime Minister. This is a legal requirement under Regulation 49 of **The Refugees Regulations, 2010** which states;

A person who is granted refugee status shall notify the Commissioner or his or her representative in writing, of his or her travel plans outside Uganda.

Once an asylum seeker has notified the Commissioner-Refugee Management about their intention to travel or apply for a Certificate of Good Conduct, the Commissioner-Refugee Management writes a letter to the Directorate of Interpol and International Relations Uganda Police Force requesting it to assist the asylum seeker process a Certificate of Good Conduct.

Only asylum seekers whose names have been forwarded by the Commissioner-Refugee Management are eligible to apply for Certificates of Good Conduct from the Directorate of Interpol and International Relations Uganda Police Force.

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