



Declaration concerning the voluntary verification of foreign civil status documents

Recognition of foreign civil status documents for the purpose of transcription in Switzerland is the exclusive responsibility of the relevant cantonal authority competent in civil status matters.

Experience shows that many cantons demand a thorough check of the authenticity of legal documents by a person trusted by the competent Swiss representation abroad. The process of forwarding uncertified documents to the competent cantonal civil status supervisory authority in Switzerland for examination and decision, and their return to the representation can take several weeks if not months. Furthermore, it is necessary to count on several weeks, or even months, for the trusted person to complete a thorough check.

To accelerate the transcription procedure, it is possible to ask the representation to proceed directly with a thorough check of the submitted documents (so-called voluntary verification of documents).

The following conditions apply for carrying out a voluntary verification:

- The persons concerned declare their wish to initiate a voluntary verification procedure;
- The persons concerned provide a deposit covering the expected costs of the verification. The sum paid will be used as compensation for the person entrusted to verify the submitted documents. Hence, applicants shall not make any other payments to third parties. Once the verification process is concluded, a final billing statement will be issued to the interested party
- The fees and expenses incurred by the verification are payable regardless of the outcome of the check;
- The identity of the person mandated to carry out the investigations is not disclosed.

A thorough verification of civil status documents by a trusted person can take several months, and the result of the check is not in any way binding on the civil status supervisory authority responsible for the decision.

I confirm that I have read the above and accept the conditions applicable to a voluntary verification procedure.

[Date and place]

Family name:

First name:

Signature: