



Embassy of Switzerland in Ghana

### **GHANA – Marriage registration in Switzerland (Spouse)**

Please provide the documents listed below to the Swiss Embassy Accra - **one original and one photocopy** of each document – and note that the **original documents** (except your passport) will be sent to the relevant authorities in Switzerland and will **not be given back to you**:

- **Marriage certificate ( true certified copy in original not older than 6 months)**
- **Certified Copy of Entry in Register of Birth** (extract in original not older than 6 months) together with baptism certificate or any other birth related evidence.
- **Questionnaire** regarding Verification + Legalisation of marriage documents **and one passport photo (with white background)**
- In case you have **never been married before**:
  - Affidavit regarding civil status and residence** before the present marriage, done by the Head of family of the foreign parent (usually biological father or mother) at a notary public/law firm and **legalised by the Ministry of Foreign Affairs and Regional Integration**. The declarant must present an identity document (with photo and signature – equal passport/identity card) when the affidavit is being done. A copy of the identity document must be added to the affidavit. The declaration must not be older than 6 months.
- **In case of previous marriage:**
  - Divorcee**: Court judgement regarding divorce.
  - Widow / Widower**: Death certificate of deceased spouse.
  - Affidavit regarding residence** before the present marriage, done by the Head of family of the foreign spouse (usually biological father or mother) at the law firm mentioned overleaf. The declarant must bring an identity document when the affidavit is done.
- **2 Verification Forms** regarding verification of authenticity of documents by a law firm, documents provided by the Swiss Embassy in Ghana or on the web-page of the Swiss Embassy Ghana

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#### **For taking residence in Switzerland only:**

- **Criminal Record Check**
- **Passport + 2 copies**
- **3 Visa Application Forms**
- **4 Passport Photos (with white background)**

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#### **For foreign wife only:**

- **Family name after marriage: Please indicate the family name you wish to carry after the marriage:**
  - your own name
  - your husband's name only

- Place/date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Should your present passport not correspond to the name you choose to carry after your marriage, please have your passport amended accordingly.

#### **Spouse living in Switzerland:**

- Copy of Passport
- Copy of resident permit, if applicable
- Questionnaire for spouse residing in Switzerland

#### **Local Fees involved to be paid at the Embassy during submission of documents (see below for other option)**

Total fee to be paid are between **GHC 2000** and **GHC 4500** out of which lawyer's fee depending on the region are between GHC 1200.00 and GHC 3500.00 for 3 documents. Additional documents will be charged (GHC 200.00 per piece).

Fees are as of today and can change based on exchange rates.

**The family members living in Switzerland have the possibility to pay an advance fee of around CHF 1000.00 in Switzerland; either to the Swiss authorities of the civil registrar (for Swiss nationals), or to the Police of foreign nationals of the Canton of residence (for foreigners living in Switzerland). Any balance will be refunded by the concerned authorities in Switzerland or by the Embassy abroad at the end of the case.**

**[Please note: verification of documents of civil status in Ghana can take up to six \(6\) months.](#)**