



## **Preparation of a marriage in Switzerland for Tibetan nationals**

If you are resident in one of the following states of India, you need to submit your documents personally at the Embassy of Switzerland in New Delhi:

Delhi, Haryana, Rajasthan, Chandigarh, Punjab, Himachal Pradesh, Jammu & Kashmir, Ladakh, Uttarakhand, Uttar Pradesh, Jharkhand, Bihar, Odisha, West Bengal, Sikkim, Assam, Mizoram, Arunachal Pradesh, Manipur, Tripura, Nagaland, Meghalaya

If you are resident in any other state of India, the Consulate General of Switzerland in Mumbai will process your marriage documents. Please visit their website: [www.eda.admin.ch/mumbai](http://www.eda.admin.ch/mumbai)

### **General Information**

- Marriage documents need to be submitted in person at the Embassy of Switzerland in New Delhi. Please request an appointment by email ([newdelhi.etatcivil@eda.admin.ch](mailto:newdelhi.etatcivil@eda.admin.ch)).
- Only original documents will be accepted. Laminated documents are not accepted.
- If the documents are not issued in English language, please provide an English translation by a certified translator.
- All civil status documents must not be older than six months. If you are unable to provide a recently issued document, please get in touch with us.
- Special attention has to be given to the names on the birth certificates, marriage certificates and affidavits. Full names have to be written on the certificates. Abbreviations of names are not accepted. The name of one person should be the same on all the documents submitted.
- To cover the consular and visa fees, an advance payment of INR 40'000 (CHF 500.- if paid in Switzerland) has to be made by demand draft, issued in the name of "Embassy of Switzerland New Delhi". You will receive a detailed account statement upon completion of the procedure and the remaining balance will be reimbursed.
- The interview will be held in German, French or English. Applicants who are unable to communicate in any of these languages are requested to bring along a certified translator.

### **Voluntary verification**

Your official documents might have to be verified by the Swiss representation, which will take around 3-4 months. The decision to do so will be taken by the authorities in Switzerland after having received your file. The majority of cantons require a verification. In order to speed up the processing of your file, the Embassy can do this verification process before sending the file to Switzerland.

If you would like to do so, please let us know at the time of submission of the documents. For the voluntary verification, please make an advance payment of INR 80'000 (CHF 1'000.-). The consular and visa fees are covered by this amount.

### **Timeline**

Once your file is complete, it will be forwarded to Switzerland within 2-3 weeks and a marriage appointment can be arranged. Please note that if you wish to take up residence with your partner in Switzerland, you will also need to file an application for a national visa D at the Swiss representation. Your application will be processed at the cantonal migration office of your future place of residence in Switzerland. The estimated processing time for a visa D is 3 months.

Please submit the following documents in original:

Bride	Groom	Document
<input type="checkbox"/>		<b>Application for Marriage Registration</b> Form available on the website or with the Swiss representation
<input type="checkbox"/>	<input type="checkbox"/>	<b>Questionnaire</b> Form available on the website or with the Swiss representation
<input type="checkbox"/>	<input type="checkbox"/>	<b>Original Birth Certificate</b> (and if required an English translation thereof), issued by the Registrar of Births & Deaths, with the names of child and both parents (full names) In the event where the birth has not been registered, an application for a "late registration" has to be made with the Registrar of Births & Deaths. In case the name of the child is not mentioned on the birth certificate, a supporting affidavit by the parents confirming name of the child has to be submitted. Please note, that a Certificate of Baptism and / or a School (Transfer) can only be accepted as supporting documents and not as a substitute for the birth certificate.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Affidavit on a "Stamp Paper" (10 or 20 Rupee)</b> , issued by a Notary Public in charge for the place of your residence, indicating: <ul style="list-style-type: none"> <li>- Full name(s) of the applicant</li> <li>- Date and place of birth</li> <li>- Nationality</li> <li>- Place of residence (full address) for the last six months</li> <li>- Full names of parents and their place of residence (full address)</li> <li>- Civil status (clear description necessary, e.g. "never been married", "divorced since" or "widowed since"   Note: "unmarried", "single" etc. cannot be accepted)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Civil Status document</b> <ul style="list-style-type: none"> <li>- <i>If never been married</i>: Affidavit (see above) <u>or</u> Marriageability Certificate <u>or</u> Bachelorhood Certificate</li> <li>- <i>If widowed</i>: Official death certificate, issued by the Registrar of Births &amp; Deaths, and full particulars of the late spouse.</li> <li>- <i>If divorced</i>: Court order (final judgement) and divorce decree, issued by the court</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Birth Certificate</b> issued by the Tibetan Bureau in Geneva
<input type="checkbox"/>	<input type="checkbox"/>	<b>Civil Status Certificate</b> issued by the Tibetan Bureau in Geneva
<input type="checkbox"/>	<input type="checkbox"/>	<b>Police Clearance Certificate</b> To be obtained from the local police station nearest to the place of residence of the applicant or the concerned passport office.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Passport</b> (copy) Original has to be presented at the appointment (for perusal only).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Swiss residence permit</b> (copy)
<input type="checkbox"/>	<input type="checkbox"/>	<b>1 Passport sized photograph</b>

### **Required legalizations**

All documents **marked in gray** have to be legalised by the Home Ministry of the state where the certificate had been issued. Thereafter they have to be legalized with an Apostille by the Ministry of External Affairs. To find contact details of the Legalization/Apostille offices please click here: <https://www.mea.gov.in/apostille.htm>

### **Important**

Additional documents may be requested depending on the circumstances.