



## Requirements for the Registration of Marriage, Birth, Divorce or Death

This list of required documents is for Swiss and/or Namibian citizens. Please contact the **Regional Consular Centre (RCC)** in Pretoria if a citizen of a different country is concerned or the event took place outside of Namibia.

**All documents marked with a “\*” must not be older than six months (date of issue) at the time of their submission to the Regional Consular Centre (RCC).**

**An Apostille is required for all documents marked with an “\*\*”.** To check the competent authority for the Apostille, please visit [www.hcch.net](http://www.hcch.net).

Only **original documents** with seal and signature of the competent Officer of the Ministry of Home Affairs or the Registrar of The (High) Court in charge can be accepted. They will not be returned to you. The competent civil registrar authorities in Switzerland can request additional documentation.

If sending documents by mail: Please include a **cover letter** mentioning your personal and contact details. It is recommended to use a private courier company.

### Marriage

### Issued/Delivered by

<input type="checkbox"/> <b>Full Marriage Certificate*</b> mentioning the civil status before marriage	Ministry of Home Affairs
<input type="checkbox"/> <b>Full Birth Certificate*</b> of Namibian spouse, mentioning names of both parents	Ministry of Home Affairs
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of Namibian spouse, indicating surname after marriage	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of Swiss Passport or Identity Card</b> of Swiss citizen	Consulate; Commissioner of Oaths
<input type="checkbox"/> If the Swiss citizen is a dual citizen: <b>photocopy of Namibian Passport or ID</b> , indicating surname after marriage	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) OR registration through the <a href="#">online desk</a>	Consulate

*If the Namibian partner has been previously married:*

<input type="checkbox"/> <b>Final Order of Divorce*</b> of the Namibian Spouse	High Court Commissioner of Oaths
<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted) of the previous spouse of the Namibian spouse	Ministry of Home Affairs Commissioner of Oaths

If the surname after marriage of the Swiss citizen is neither clearly indicated on the marriage certificate nor on any other official document, a **Declaration of Name** can be requested by the authorities of Switzerland. This Declaration of Name has to be completed and signed by both spouses at the competent Swiss representation.

### Birth - *If parents of child are married*

<input type="checkbox"/> <b>Full Birth Certificate*</b> of child, mentioning names of both parents	Ministry of Home Affairs
<input type="checkbox"/> <b>Photocopy of Namibian Passport</b> of child, if available	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of Swiss Passport or Identity Card</b> of Swiss parent	Consulate; Commissioner of Oaths
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) OR registration through the <a href="#">online desk</a>	Consulate

### Birth - If parents of child are not married

<input type="checkbox"/> <b>Full Birth Certificate*</b> of child, mentioning names of both parents	Ministry of Home Affairs
<input type="checkbox"/> <b>Full Birth Certificate*</b> of Namibian parent, mentioning names of both parents	Ministry of Home Affairs
<input type="checkbox"/> <b>Certificate of actual marital status*</b> of Namibian parent	Ministry of Home Affairs
<input type="checkbox"/> <b>Sworn affidavit</b> (dated not older than 6 months) from the mother, stating her residential address at the time of the child's birth	Commissioner of Oaths
<input type="checkbox"/> <b>Sworn affidavit</b> (dated not older than 6 months) from the father, stating that he is the biological parent of the child and his residential address at the time of the child's birth	Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of Namibian Passport</b> of child, if available	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of Namibian parent	Ministry Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy Swiss Passport or Identity Card</b> of Swiss parent	Consulate; Commissioner of Oaths
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	Consulate

*If the Namibian parent has previously been married:*

<input type="checkbox"/> <b>Final Order of Divorce*</b> of the Namibian parent	High Court;
<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted) of the previous spouse of the Namibian parent	Ministry of Home Affairs

### Adoption

<input type="checkbox"/> <b>Order of Adoption: Regulation 21*</b>	Registrar of the competent court
<input type="checkbox"/> <b>Full Birth Certificate*</b> issued <u>before</u> the adoption, mentioning the surname of child and names of parents <u>before</u> adoption	Ministry of Home Affairs
<input type="checkbox"/> <b>Full Birth Certificate*</b> issued <u>after</u> the adoption, mentioning the new surname of the child and names of adoptive parents	Ministry of Home Affairs
<input type="checkbox"/> <b>Photocopy of Namibian Passport</b> of child	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Photocopy of Passport or ID</b> of both parents	Ministry of Home Affairs; Commissioner of Oaths

### Divorce

<input type="checkbox"/> <b>Final Order of Divorce*</b>	High Court
<input type="checkbox"/> If the Swiss citizen is a dual citizen and has changed the surname after the divorce: <b>photocopy of Namibian Passport or ID</b> indicating surname after divorce	Ministry of Home Affairs; Commissioner of Oaths
<input type="checkbox"/> <b>Questionnaire</b> , completed and signed (for internal purposes only) or registration through the <a href="#">online desk</a>	Consulate

*If the divorced couple has minor children:*

<input type="checkbox"/> <b>Final sentence*</b> mentioning the holder of the parental authority regarding minor children	High Court
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If the Swiss citizen is not a dual national and intends on changing the surname after the divorce, a **Declaration of Name** can be completed and signed at the competent Swiss representation.

### Death

<input type="checkbox"/> <b>Death Certificate*</b> (abridged version accepted)	Ministry of Home Affairs
<input type="checkbox"/> <b>Swiss passport and ID-card</b> for cancellation	Consulate