



## Factsheet - Birth in the Cook Islands

**Please note: an Apostille is required on all civil status certificates and court documents from the following countries of our consular district: the Cook Islands, Fiji, Samoa, American Samoa, Tonga, Niue.**

**To register the birth of your child with this Embassy and the authorities in Switzerland, you will need to submit the following documents:**

- Birth certificate of the child with Apostille, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;

**In case of registration of the birth of an adult child (over 18 years old), the following additional documents have to be submitted:**

- An affidavit by the adult child, issued within the last 6 months and certified by a Notary Public, confirming the following:
  - current marital status (single, married, divorced or widowed);
  - place(s) of residence / address(es) for the last 6 months;
  - nationality / nationalities;
- Duly signed valid passport of the adult child or a certified copy of the same issued within the last 6 months by a Notary Public or a Court;
- If an original passport is sent, a prepaid, trackable, self-addressed international courier bag for the safe return of the passport.

**In case of registration of the birth of a child whose parents were not married at the time of the birth, the following additional documents have to be submitted:**

- Copy of the document signed by both parents when the birth was notified (birth registration form), issued and certified by the Ministry of Justice, Registrar of Births, Deaths & Marriages, with Apostille;
- Birth certificate with Apostille of the non-Swiss parent, showing the full names of the parents, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;
- Form [Affidavit child born out of wedlock](#) signed by both parents within the last 6 months (with place and date) certified by a Notary Public or a Court;
- If the non-Swiss parent was divorced at the time of the birth of the child, the original divorce order with Apostille or a certified copy of the same with Apostille, issued within the last 6 months by the Court which granted the order, with mention of date order made and date order sealed;

- If the non-Swiss parent was widowed at the time of the birth of the child, an original death certificate of the previous partner with Apostille, issued within the last 6 months. If the document is older, a new document must be ordered and re-issued. Photocopies, scans or certified copies are not accepted;
- Duly signed valid passport of the non-Swiss parent or a certified copy of the same issued within the last 6 months by a Notary Public or a Court;
- If an original passport is sent, a prepaid, trackable, self-addressed international courier bag for the safe return of the passport.

**Please note that the above-mentioned documents (except the passport) will be sent to Switzerland for registration and cannot be returned to you.**

**Civil status certificates issued in a different country will be sent for legalisation and translation to the competent Swiss Embassy or Consulate. In some cases, this process is subject to a fee and can take several weeks. In some cases additional documents may be required.**

**Where to obtain the documents?**

Ministry of Justice, Registrar of Births, Deaths & Marriages  
Website [www.justice.gov.ck](http://www.justice.gov.ck), Email [offices@justice.gov.ck](mailto:offices@justice.gov.ck)  
or the Cook Islands High Commission in Wellington for application forms  
Phone: +64 4 497 5126 or Email: [cookislands@cookhicom.org.nz](mailto:cookislands@cookhicom.org.nz)

**Where to obtain the Apostille?**

The Ministry of Foreign Affairs and Immigration  
P.O. Box 105, 2<sup>nd</sup> Floor, Cold Store Building, Avarua, Rarotonga (Cook Islands)  
Website: [www.mfai.gov.ck](http://www.mfai.gov.ck), Email [secfa@mfai.gov.ck](mailto:secfa@mfai.gov.ck)  
Phone: +682 29 347

**Where to send the documents?**

Embassy of Switzerland  
10 Customhouse Quay  
P.O. Box 25004  
Wellington 6146  
New Zealand

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