



Birth of a child in Malaysia to parents married to each other: entry in the Swiss civil status register

June 2025

Documents to submit

- New extract of the **birth certificate** of the child, not older than six months, issued by the “National Registration Department of Malaysia”
- Copy of the child's foreign passport (if already available)
- Copies of the parents' passports

Malaysia does not distinguish between **first** and **last name**. The parents are therefore asked to provide the desired separation of the names of the child for the Swiss Civil Registry on a separate letter.

Translation

The documents which are not already bilingual (Malaysian/English) require a **translation** into English, German, French or Italian by a translation office approved by the Ministry of Foreign Affairs.

Legalisation

All documents from Malaysia and their translations must be **legalized by the Ministry of Foreign Affairs of Malaysia** before being submitted to the Regional Consular Center in Bangkok:
<https://www.kln.gov.my/>

Fees

Entry of the birth in the Swiss civil status register is free of charge.

Further information

The documents and certificates must be submitted as originals (Exception: copies of passports will be accepted if sent by post) during counter opening hours (with prior appointment) or sent by post. Certificates issued once only will be returned immediately.

All submitted documents and certificates will be sent through official channels to the civil status office in Switzerland. The processing time until the birth is registered can take up to six months.

After this period, the civil status office responsible for your place of origin can provide information on the status of the registration and issue certificates (e.g. confirmation of birth) upon request.

35 North Wireless Road (Thanon Witthayu Nuea)
Lumphini, Pathum Wan
Bangkok 10330

G.P.O. Box 821, Bangkok 10501

Telefon: +66 2 674 6900, Fax: +66 2 674 6901
bangkok@eda.admin.ch
www.eda.admin.ch/bangkok

Important: After the completed registration of birth in the Swiss Civil Registry, an application for a Swiss passport and/or Identity card may be submitted. The parents may file such an application through the website www.schweizerpass.ch.

If the Swiss parent is not registered with the Regional Consular Center as a Swiss abroad and the child continues to live in Malaysia, registration of the child as a Swiss abroad is necessary. In such case, a completed registration form signed by both parents must also be submitted (see this representation's [website](#)).

Cantonal civil status authorities can demand further documents if needed.