



## Birth of a child Thailand to parents who are not married: entry in the Swiss civil status register

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June 2025

### Documents to submit

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- ☐ Original **Certified copy of your child's birth certificate** (Tho. Ro. 1)
  - The original Tho Ro 1 always remains with the parents/child. The Thai Ministry of Foreign Affairs (MFA) can issue and legalise a certified copy of the Tho Ro 1. This document must be submitted to the Swiss embassy.
- ☐ Copy of the **child's foreign passport** (if available)
- ☐ Copy of the **Swiss passport** of the Swiss parent
- ☐ **Extract of the register of acknowledgment** (Kho. Ro. 11) issued by the responsible Thai authority (Amphoe) at the child's place of residence. For children under 7 years of age, an application must be filed with the competent family court.
  - If the acknowledgment of paternity in Thailand is not feasible (e.g. none of the parents are Thai), the child's father must sign a declaration of acknowledgment of paternity in front of the competent civil status officer of his place of residence in Switzerland or at the Swiss Embassy (if domiciled in Thailand). All the necessary documents must be submitted to the Embassy beforehand.

### For the Thai parent:

- ☐ Copy of **Thai passport** or Thai identity card, if no passport exists
- ☐ **Original birth certificate** (Tho. Ro. 1 or Tho. Ro. 19)  
If the family names of the parents are not mentioned, they must be stated in the civil status certificate
- ☐ **House register** (Tabian Ban) or certified extract of the inhabitants register (Tho. Ro. 14/1) at the time of the child's birth, for the past six months
- ☐ **Investigation report by the Central Registry Office** (Central Registry Office, Thanon Nakhon Sawan, Khet Dusit, Bangkok 10330, phone 02 356 96 58).
- ☐ **Original civil status certificate** at the time of the child's birth, not older than six months
  - If divorced, additionally an **extract of the divorce register** (Kho. Ro. 6)
  - If widowed, additionally the **death certificate** (Kho. Ro. 5) of the previous spouse
- ☐ **Certificates regarding changes of first and surnames** (*Chor 2 / Chor 3 / Chor 5*) in case they were ever changed

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The original documents are submitted to the civil status authority concerned in Switzerland and must not be older than six months. They will not be returned. Photocopies are not accepted. Additional documents may be required if necessary.

## Translation

Documents in Thai must be translated into German, French, Italian or English (a list of possible translation agencies can be found on the following website:

<https://www.eda.admin.ch/countries/thailand/en/home/services/translations.html>

## Legalisation

All Thai documents and certificates must be **legalized by the Ministry of Foreign Affairs** of Thailand. Certified true copies issued by the Ministry of Foreign Affairs of Birth certificates, House register (Tabian Ban) and possible Name change certificates can also be accepted. Passports and Identity cards do not need any legalization.

The contact details of the Ministry of Foreign Affairs in Thailand and information on legalization procedures can be found under the following link:

<https://www.mfa.go.th/en/publicservice/5d5bcc2615e39c306000a328?cate=5d5bcb4e15e39c30600068d3>

## 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 during [counter opening hours](#) (with prior [appointment](#)) or sent by post. Certificates issued once only (e.g. birth certificate) 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.

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](http://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 Thailand, 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.