

**Philippine Embassy
Berne, Switzerland**

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

CIVIL REGISTRY

****All forms for the Report of Birth (ROB), Report of Marriage (ROM) and Report of Death (ROD), and Affidavits should be accomplished in quadruplicate, printed or handwritten legibly in BLACK ink, with the original (wet) signature of the informant/mother/father/husband/wife on each copy.***

**** All documents must have 1 original and 4 photocopies.***

**** Requires the personal appearance of the person/s reporting the vital event.***

****Please ensure that all entries are correctly written. Filipino mother (in the ROB) or Filipino wife (in the ROM) must indicate her details before her marriage as indicated in her PSA-authenticated Birth Certificate or PSA-authenticated Report of Birth. Note: For Filipino citizens, Maiden Name in the Philippine Naming Convention is the birth surname of the mother of the child.***

**** Only vital events that happened in Switzerland (except Geneva and Vaud) and Liechtenstein should be registered at the Philippine Embassy in Berne. For vital events that happened outside of Switzerland, please contact the Philippine Embassy or Philippine Consulate/Consulate General concerned where the vital event took place. Vital events are birth, marriage, and death.***

**** After you have filled-in the ROB / ROM / Affidavit, please scan a copy together with the required documents and email it to the Civil Registry Section (bernepe.civilregistry@dfa.gov.ph) for pre-assessment.***

**** The Embassy only accepts cash payments in Swiss Francs.***

**** The Embassy does not process applications with incomplete documents. Original and copies are required.***

**** The Embassy will process the Form. Do not fill-in the Remarks portion of the Form, and do not submit it to the Notary Public in your Gemeinde or Canto for notarization.***

**** The Embassy reserves the right to require additional document/s from the client/s.***

**Philippine Embassy
Berne, Switzerland**

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT:

Contact Number and Email:

CIVIL REGISTRY

**All forms for the Report of Birth (ROB) and Affidavits should be accomplished in quadruplicate, printed or handwritten legibly in BLACK ink, with the original (wet) signature of the informant/mother/father on each copy.*

** Requires the personal appearance of the person/s reporting the vital event.*

** Please ensure that all entries are correctly written. Filipino mother (in the ROB) must indicate her details before her marriage as indicated in her PSA-authenticated Birth Certificate or PSA-authenticated Report of Birth. Note: For Filipino citizens, Maiden Name in the Philippine Naming Convention is the birth surname of the mother of the child.*

** After you have filled-in the ROB / Affidavit, please scan a copy together with the required documents and email it to the Civil Registry Section (bernepe.civilregistry@dfa.gov.ph) for pre-assessment.*

** The Embassy only accepts cash payments in Swiss Francs.*

**The Embassy does not process applications with incomplete documents. Original and copies are required.*

**The Embassy reserves the right to require additional document/s from the client/s.*

	REPORT OF BIRTH (ROB)	Required copies
1.	Report of Birth (ROB) form, duly filled in BLACK ink, either typewritten or written legibly. The form can be filled-in and downloaded from: https://bernepe.dfa.gov.ph/images/Civil_Registry-ROB-rev_07Jan2024.pdf	4 copies, original (wet) signature on each copy
2.	Birth Certificate (<i>Geburtsschein / Certificat de naissance/ Certificato di Nascita</i>) issued by the Civil Registry Office of Swiss Canton or Liechtenstein where the child was born (with English translation, typewritten). or Extract from Record of Birth (<i>Auszug aus dem Geburtsregister / Extrait de l'acte de naissance / Estratto dell'atto di nascita</i>) issued by the Swiss and Liechtenstein authorities, an international version of the document with the details written in four languages, including English. (Note: The Family Certificate, Family Registration, or Family Book is not the required document.)	1 original + 4 copies
3.	PSA-authenticated Marriage Certificate of parents (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if the marriage took place outside of the Philippines) filed at /submitted to the Philippine Embassy or Philippine Consulate/Consulate General with Consular jurisdiction over the place the place of marriage.	1 original + 4 copies
4.	If the parents are not married, please submit the following: a. Affidavit of Admission of Paternity (AAP), executed by the <u>father</u> , in case the biological father recognizes the child as his child. The form may be downloaded from: https://bernepe.dfa.gov.ph/images/1. Berne PE- Affidavit of Acknowledgment of Paternity and Consent to use the surname of father July 2022.pdf b. Affidavit of Use of Surname of Father (AUSF), executed by the <u>mother</u> if the child will use the surname of the father. The form may be downloaded from: https://bernepe.dfa.gov.ph/images/9. AUSF - AFFIDAVIT TO USE SURNAME OF THE FATHER to be signed by the mother adult petitioner.pdf	5 copies, original (wet) signature on each copy
5.	Affidavit of Delayed Registration, if the birth was not reported within twelve (12) months from the birth of the child. The form may be downloaded from: https://bernepe.dfa.gov.ph/images/Berne PE- Civil Registry- ROB- Affidavit of Delayed Registration rev 07Jan2024.pdf	4 copies, original (wet) signature on each copy
6.	Joint Affidavit of Legitimation, signed by both parents, if the parents were married after the child was born. The form may be downloaded from: https://bernepe.dfa.gov.ph/images/11. Joint Affidavit of Legitimation by Subsequent Marriage.pdf	5 copies, original (wet) signature on each copy
7.	Copy of the personal data page of the valid passports of the parents	4 copies
8.	Self-addressed A4- size envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document/s. Please ensure that the envelope size is appropriate for the documents to be returned. <i>Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office</i>	
	Fees: (payable in cash in CHF only) CHF25.00 – Report of Birth CHF25.00 – per document for the Affidavit of Delayed Registration / Joint Affidavit of Legitimation / AAP / AUSF / Certification	

**Philippine Embassy
Berne, Switzerland**

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT:

Contact Number and Email:

CIVIL REGISTRY

**All forms for the Report of Marriage (ROM) and Affidavits should be accomplished in quadruplicate, printed or handwritten legibly in BLACK ink, with the original (wet) signature of the husband and wife on each copy.*
** Requires the personal appearance of the person/s reporting the vital event.*
** Please ensure that all entries are correctly written. Filipino wife must indicate her details before her marriage as indicated in his/her PSA-authenticated Birth Certificate or PSA-authenticated Report of Birth.*
** After you have filled-in the ROM / Affidavit, please scan a copy together with the required documents and email it to the Civil Registry Section (bernepe.civilregistry@dfa.gov.ph) for pre-assessment.*
** The Embassy only accepts cash payments in Swiss Francs.*
** The Embassy does not process applications with incomplete documents. Original and copies are required.*
** The Embassy reserves the right to require additional document/s from the client/s.*

REPORT OF MARRIAGE (ROM)		Required copies
1.	Report of Marriage (ROM) form, duly filled in BLACK ink, either typewritten or written legibly. The form can be filled-in and downloaded from: https://bernepe.dfa.gov.ph/images/Civil_Registry-ROM_rev_07Jan2024.pdf	4 copies, original (wet) signature on each copy
2.	Original marriage contract (<i>Eheschein/Certificat de mariage/Certificato di matrimonio / Extract d' Marriage</i>) from the Civil Records of the Swiss Canton or Liechtenstein where the marriage took place (with English translation, typewritten). or Extract from Record of Marriage (<i>Auszug aus dem Eheregister / Extrait de l'acte de marriage / Estratto dell'atto di matrimonio</i>) issued by the Swiss and Liechtenstein authorities, an international version of the document with the details written in four languages, including English. (Note: The Family Certificate, Family Registration, or Family Book is not the required document.)	1 original + 4 copies
3.	Copy of the personal data page of the valid passports of the husband and wife	4 copies
4.	Affidavit of Delayed Registration, if the marriage was not reported within twelve (12) months from date of marriage. The Affidavit can be downloaded from: https://bernepe.dfa.gov.ph/images/Berne_PE-Civil_Registry-ROM-Affidavit_of_Delayed_Registration_rev_07Jan2024.pdf	4 copies, original (wet) signature on each copy
5.	If the applicant is a Widow, submit PSA-authenticated death certificate of husband or the foreign-government issued death certificate with Apostille Certificate	1 original + 4 copies
6.	If the Filipino applicant is divorced / had a previous marriage annulled:	
	a. PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) filed at the Embassy or Consulate <i>with PSA annotation that the marriage has been dissolved by virtue of annulment.</i>	1 original + 4 copies
	b. If the applicant has been Divorced from the foreign spouse, PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) with former spouse, with PSA-annotation that the foreign decree of divorce has been judicially recognized in the Philippines by the competent Philippine court. Please see separate requirements for Judicial Recognition of Foreign Divorce.	1 original + 4 copies
7.	Self-addressed A4- size envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document/s. Please ensure that the envelope size is appropriate for the documents to be returned. <i>Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office</i>	
8.	Fees: (payable in cash in CHF only) CHF25.00 - Report of Birth CHF25.00 - Affidavit of Delayed Registration	

**Philippine Embassy
Berne, Switzerland**

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT:

Contact Number and Email:

CIVIL REGISTRY

**All forms for the Report of Death (ROD) and Affidavits should be accomplished in quadruplicate, printed or handwritten legibly in BLACK ink, with the original (wet) signature of the informant on each copy.*
** Requires the personal appearance of the person/s reporting the vital event.*
** After you have filled-in the ROD / Affidavit, please scan a copy together with the required documents and email it to the Assistance-to-Nationals (ATN) Section (bernepe.atn@dfa.gov.ph) for pre-assessment.*
** The Embassy only accepts cash payments in Swiss Francs.*
** The Embassy does not process applications with incomplete documents. Original and copies are required.*
** The Embassy reserves the right to require additional document/s from the client/s.*

REPORT OF DEATH (ROD) (For Filipino nationals only)

Required copies

1.	Report of Death (ROD) form, duly filled in BLACK ink, either typewritten or written legibly. The form can be filled-in and downloaded from: https://bernepe.dfa.gov.ph/images/Civil_Registry-ROD_rev_24_APRIL_2018.pdf	4 copies, original (wet) signature on each copy
	For fetal death, the form can be downloaded from: https://bernepe.dfa.gov.ph/images/Fetal_Death_Form_June_2018.pdf	4 copies, original (wet) signature on each copy
2.	Original death certificate (<i>Totenschein/Certificat de deces/Certificato di morte</i>) from the Civil Records of the Swiss Canton or Liechtenstein where the death was recorded (with English translation, typewritten). or Extract from Record of Death (<i>Auszug aus dem Todesregister / Extrait de l'acte de deces / Estratto dell'atto di morte</i>) issued by the Swiss and Liechtenstein authorities, an international version of the document with the details written in four languages, including English.	1 original + 4 copies
3.	Original Philippine Passport of deceased. Passport will be cancelled by the Embassy/Consulate General.	1 original + 4 copies
4.	For natural born Filipino citizens holding another citizenship, submit a copy of the Oath of Allegiance, Identification Certificate, and Order of Approval as a Philippine citizen issued under Republic Act No. 9225 or the Philippine Citizenship Retention and Reacquisition Act of 2003.	4 copies
5.	Self-addressed A4- size envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document/s. Please ensure that the envelope size is appropriate for the documents to be returned. <i>Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office</i>	
6.	Fees: (payable in cash in CHF only) CHF25.00 - Report of Death	