

Civil registry office

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Fact sheet birth

The most important things in brief ...

- Every birth must be reported to the civil registry office at the place of birth **within 3 days**
- In the case of a birth in an institution, the notification is made via the administration department of the institution itself.
- In the case of a home birth, the doctors present or the midwife are obliged to report. If no medical personnel or their assistants are present, every other person present is responsible. Get in touch with us immediately.
- Each birth announcement must be accompanied by a signed name card.
- In order to register a birth, the child's parents must also be recorded in the civil status register. Various documents are required for this. Your civil registry office in Winterthur will be happy to provide you with individual informations.
- A birth certificate can only be issued to you after the registration.

1. Birth announcement

a. Birth in hospital or in a birthing centre

If your child is born at the Winterthur Cantonal Hospital (Kantonsspital Winterthur) or at the Winterthur birthing centre (Geburtshaus Winterthur), the birth will be registered directly within three days via the administration of the respective institution.

We need various documents for the notarization of the birth (*see point 5 on this leaflet*).

The documents must be handed in to the patient office upon entry. After the birth, the institutional administration will forward the name card and the documents you have submitted, together with the completed birth notification, to the Winterthur Civil Registry Office.

After notarization, you will receive a birth certificate from us and, if applicable, the updated family certificate (Familienausweis).

b. Home birth (private)

The birth must be reported to the civil registry office within three days by means of a birth notification. The following persons are obliged to report the birth in this specific order:

- the doctor consulted; the midwife or obstetrician who has been called in
- the assistant of the doctor or midwife, the obstetrician
- any other person present at the birth
- the mother

We need various documents for the notarization of the birth (*see point 5 on this leaflet*).

After notarization, you will receive a birth certificate from us and, if applicable, the updated family certificate (Familienausweis).

2. Child's first name

If the parents are married to each other or if they have joint parental custody as unmarried persons, they jointly give the child the first name or first names at birth. Otherwise, the mother determines the first name(s).

The choice of the first name or first names is generally free, but the interests of the child must not be obviously violated. The following are not permitted:

- Technical or subject terms
- Numbers
- Symbols
- a disproportionately high number of first names

The first name or first names must be communicated to the civil registry office with the birth registration. The name card provided for this purpose will be handed out at the hospital. Please write legibly on the name card so that no false first names are registered. The information is binding and cannot simply be changed after notarization.

3. Child's surname**a. Married parents**

The child receives the name (one of the two single names) that the parents have chosen for their children on the occasion of the marriage or the joint family name of the parents.

If the parents have declared at the time of marriage which of their single names their children should bear, they can jointly declare in writing that the child should bear the single name of the other parent with the birth registration of the first child (or within one year of its birth). This declaration can only be made once during the prescribed period of the birth of the first child. After that, it applies to all other joint children, insofar as Swiss law applies.

b. Unmarried parents

If the parents are not married to each other, the child receives the mother's single name at birth. If the parents have joint custody, the child can also use the father's single name.

If it is not the first joint child of the parents, it is given the single name that the other joint children bear, regardless of the joint parental custody.

c. Foreign name law

If the child is not a Swiss citizen, the naming of the home country can be taken into account. We will be happy to inform you personally about this.

4. Civil rights and citizenship of the child**a. Cantonal and municipal citizenship rights**

If the father or mother has Swiss citizenship, the child receives cantonal and municipal citizenship of the parent who holds Swiss citizenship in accordance with the applicable rules on the acquisition of Swiss citizenship by descent.

If both the father and the mother have Swiss citizenship, the child receives cantonal and municipal citizenship of the parent whose name it bears.

If the child acquires the name of the other parent during the minority, he or she receives the other parent's citizenship instead of the previous ones.

b. Foreign citizenship

We cannot provide any information about the acquisition of foreign citizenship. Information can be obtained from the embassy or consulate of the respective country.

c. Dual nationality

From a Swiss point of view, there is nothing to prevent the possession of several nationalities. Find out from the embassy or consulate of your second home country whether dual nationality is also possible there.

5. Documents required for birth registration

In all cases, a birth announcement and a name card are required. In the case of a birth in hospital, the timely birth notification is made by the hospital administration itself. The name card (green card) will also be handed out to the child's parents by the hospital.

In the case of a home birth, this is usually done by the midwife or the obstetrician. The other documents required depend on the marital status of the child's parents and their nationality.

The following documents may be required:

a. Married parents

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| At least one parent has CH citizenship | → | Original family ID card or family booklet, if available |
| Both parents are foreign nationals | → | Please contact us in good time to find out about the required documents |

b. Unmarried parents (child recognized prenatally)

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| CH Citizens and foreign nationals | → | Original declaration of joint parental authority, if any |
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c. Unmarried parents (child is recognized postnatally)

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| Mother CH citizen | → | No additional documents required |
| Mother foreign nationals | → | Please contact us early to find out about the necessary documents |

Note: The child is registered without the father's information and receives the mother's single name. If you would like information on the prenatal acknowledgment of paternity, please contact us on +41 52 267 57 65.