Federal Department of Justice and Police FDJP
Federal Office of Justice FOJ
Private International Law Unit

Central authority of international maintenance matters

Documents required for an international application for the recovery of maintenance

## **Application form**

- select relevant convention and language

# Power of Attorney granted by the creditor, issued in favour of the foreign receiving agency

- in the case of minor children, signed by their legal representative
- children of full age sign themselves, also when claiming arrears from the period when they were minors

## Title awarding maintenance

- judgment with certificate of enforceability, either the originals or a certified copy of both
- in case of a judgment in absence (default judgment): please consult the information sheet "judgment in absence (default judgment)"
- maintenance agreement approved by the guardianship authority/child protection authority:
   Original or certified copy of the agreement and of the decision of the guardianship authority/child protection with certificate of enforceability
- judgment or decision of the guardianship authority established after January 1, 2011, please consult the information sheet "Lugano Convention of October 30, 2007"

#### **Detailed calculation of arrears**

- indicating arrears due to each creditor, per month and per year
- with a comprehensible index calculation

Translation costs, interest (exception: they are explicitly mentioned in the title awarding maintenance) and costs incurred from previous debt collection can not be claimed via the international conventions. Thus, they must not be included in the arrears calculation.

#### Form with bank/post office account details

### Other necessary documents

for example:

- confirmation of schooling/ training for children of full age entitled to maintenance
- legal aid certificate from state of origin
- Creditor's birth certificate (in the case of maintenance payments in respect of children)

Please note that all documents must be submitted in the receiving state together with their translations in the relevant official language

https://www.bj.admin.ch/bj/de/home/gesellschaft/alimente.html