



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

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>