**Residence application and registration  
of foreign (non-Swiss) nationals  
who have recently entered Switzerland**

Welcome to Muri bei Bern!

**Register with us in person at our office immediately after entering Switzerland**. Our office is located on Bahnhofstrasse 4, 3073 Gümligen. Bring this completed registration form and your necessary documents with you.

In accordance with the Integration Law of the Canton of Berne, we will then conduct an infor­mation interview. We will arrange an appointment for this after you register yourself at the coun­ter. During the interview, we will tell you about the everyday life in the municipality of Muri, about local integration support services and about your rights and obligations.

After the information interview, we will send your residence application to the Migration Service  
of the Canton of Bern, where your application will be examined. This can take up to four weeks  
or longer. After your application has been examined, you will receive an invitation sent to you by post from the Migration Service. This will be an invitation to get a digital photo taken at an ID centre. This is required for the creation of the residence card. As soon as the completed residence permit  
is ready to be collected and ready for payment, we will inform you.

**Fees**

**The registration fee is** **CHF 25.00 per adult**. The additional fees for the permit (according to the cantonal tariff) we will charge as soon as you come to collect the residence card.

**Necessary documents**

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| * Valid passport / identity card * Copy of visa / entry stamp in passport   (if available)   * Authorisation to issue visa (if available) * Rental contract or sublease contract (copy) * Employment contract (copy) | * Marriage certificate (if married) * Birth certificate (for minor children) * Proof of custody in case of divorced / separated parents of minor children * Agreement for the move of minor children (if not both custodial parents move in together) * **Further documents depending on the reason of residence** |

**Children of compulsory school age** Have you already registered with the public school in Muri? (regula.scheurer@muri-guemligen.ch)

**Our Opening hours**

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| Monday | 8.00 a.m. – 11.30 a.m. |  | 1.30 p.m. – 5.00 p.m. |
| Tuesday | 8.00 a.m. – 11.30 a.m. |  | 1.30 p.m. – 6.00 p.m. |
| Wednesday | 7.30 a.m. – 12.00 p.m. |  |  |
| Thursday | 8.00 a.m. – 11.30 a.m. |  | 1.30 p.m. – 5.00 p.m. |
| Friday | 8.00 a.m. – 2.00 p.m. |  |  |

We look forward to welcoming you in our office.

EINWOHNERDIENSTE MURI BEI BERN

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| --- | --- |
| Muri_Logo_sw_grau | Bahnhofstrasse 4 CH-3073 Gümligen  T 031 950 54 37  einwohnerkontrolle@muri-guemligen.ch  www.muri-guemligen.ch |

**Residence application for foreign nationals**

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| **Application for residence / Reason of residence** | | | | | | | | |
| Employment  Searching for a job  Education and training  Family reunion  Preparation for the marriage  Cohabiting partner  Change of canton  Pensioner (retired)  Visit  Other: | | | | | | | | |
| How long do you intend to stay in Switzerland? | | | |  | | | | |
| Previously registered stays in Switzerland | | | | From: / until**:**  **-** | | | | Municipality: |
| **Personal data** | | | | | | | | |
| Surname (Family name) | |  | | | | | | |
| Maiden name | |  | | | | | | |
| First names (Given names) | | 🡪If more than one: underline the main first name | | | | | | |
| ZEMIS-Nr. (if available) | |  | | | | | | |
| Date of birth / Place of birth & Country | |  | | | |  | | |
| Phone & Mobile No. | |  | | | |  | | |
| E-mail | |  | | | | | | |
| Nationality | |  | | | | | | |
| Mother | | Surname | | | | First names | | |
| Father | | Surname | | | | First names | | |
| Profession / Title | |  | | | |  | | |
| Employer  address, postcode city | |  | | | | | | |
| Date of start of employment | |  | | | | | employed  self-employment | |
| Contact person in the company Name / phone | |  | | | | | | |
| Church Confession (religion) | |  | | | | | | |
| Civil status | | single  married  widowed  divorced  married but separated | | | | | | |
| Date Civil Status & Place | |  | | | |  | | |
| Identification document | | Passport  Identity card | | | | No.  Date of issue  Expiry date | | |
| Do you have a criminal record at inland or abroad?  Are there currently any criminal proceedings pending? | | | No  Yes, country:  No  Yes, responsible authority: | | | | | |
| **Address and moving details** | | | | | | | | |
| Date of move to the municipality of Muri b. Bern |  | | | | | | | |
| Date of entry into Switzerland |  | | | | | | | |
| **Previous place of residence** | Postcode City: | | | | Country: | | | |
| Have you deregistered from your previous place of residence? | Yes  No, reason: | | | | | | | |
| **New address**  Street & No. |  | | | | 3073 Gümligen  3074 Muri bei Bern | | | |
| Address addition c/o |  | | | | | | | |
| Location of the flat in the house | Floor:  left  right  middle | | | | Number of rooms:  Previous tenant: | | | |
| Residential situation | Single household  Shared apartment with (name(s), first name(s): | | | | | | | |
| Further remarks |  | | | | | | | |

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| **Personal data of the partner** | | | |
| Surname (Family name) |  | | Zemis-Nr.:  (If available) |
| Maiden name |  | | |
| First names (Given names) | 🡪If more than one: underline the main first name | | |
| Date of birth / Place of birth & Country |  | |  |
| Phone & Mobile No. |  | |  |
| E-mail |  | | |
| Nationality |  | | |
| Mother | Surname | | First names |
| Father | Surname | | First names |
| Profession / Title |  | |  |
| Employer  address, postcode city |  | | Date of start of employment |
| Church Confession (religion) |  | | |
| Residential address | Identical with applicant  Other address:  If partner has a different address, is this a  case of separate residence without separation (common taxes)?  separation (separate tax assessment) / separation date | | |
| Do you have a criminal record at inland or abroad?  Are there currently any criminal proceedings pending? | | No  Yes, country:  No  Yes, responsible authority: | |

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| **Address and moving details of the partner (only fill in if address & move are not identical)** | | |
| Date of move to the municipality of Muri b. Bern |  | |
| Date of entry into Switzerland |  | |
| **Previous place of residence** | Postcode City: | Country: |
| Have you deregistered from your previous place of residence? | Yes  No, reason: | |
| **New address**  Street & No. |  | 3073 Gümligen  3074 Muri bei Bern |
| Address addition c/o |  | |
| Location of the flat in the house | Floor:  left  right  middle | Number of rooms:  Previous tenant: |
| Residential situation | Single household  Shared apartment with (name(s), first name(s): | |
| Further remarks |  | |

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| **Child (minor)** | | |
| Surname (Family name) |  | |
| First names (Given names) | 🡪If more than one: underline the main first name | |
| Date of birth / Place of birth  & Country |  |  |
| Nationality |  | |
| Church Confession (religion) |  | |
| Mother | Surname | First names |
| Father | Surname | First names |
| Custody | Common custody  Mother /  Father has sole custody (proof enclosed). | |
| Address of residence of child  Corresponds to residence | Street no., postcode City:  with mother & father  with father  with mother | |
| Agreement | * If the child moves in with only one parent: please submit an agreement from the other custodial parent. | |

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| **Child (minor)** | | |
| Surname (Family name) |  | |
| First names (Given names) | 🡪If more than one: underline the main first name | |
| Date of birth / Place of birth  & Country |  |  |
| Nationality |  | |
| Church Confession (religion) |  | |
| Mother | Surname | First names |
| Father | Surname | First names |
| Custody | Common custody  Mother /  Father has sole custody (proof enclosed). | |
| Address of residence of child  Corresponds to residence | Street no., postcode City:  with mother & father  with father  with mother | |
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| Date of birth / Place of birth  & Country |  |  |
| Nationality |  | |
| Church Confession (religion) |  | |
| Mother | Surname | First names |
| Father | Surname | First names |
| Custody | Common custody  Mother /  Father has sole custody (proof enclosed). | |
| Address of residence of child  Corresponds to residence | Street no., postcode City:  with mother & father  with father  with mother | |
| Agreement | * If the child moves in with only one parent: please submit an agreement from the other custodial parent. | |

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| **Moving with minor children** |
| In the case of a move with minor children with common custody, the municipality points out the provisions of civil law that must be observed by the parents:  ZGB Art. 301a Content / Determination of the place of residence  1 Parental custody includes the right to determine the child's place of residence.  2 If the parents exercise parental care common and one parent wishes to change the child's place of residence, this requires the consent of the other parent or the decision of the court or the child protection authority if:  a. the new place of residence is abroad; or  b. the change of residence has a significant effect on the exercise of parental care and personal intercourse by the other parent.  3 If a parent exercises parental care alone and wishes to change the child's place of residence, he or she must inform the other parent in beforehand.  4 A parent who wishes to change his or her own residence has the same obligation to inform.  5 If necessary, the parents shall agree on an adjustment of the arrangements for parental care, custody, personal contact and maintenance contributions, taking into account the best interests of the child. If they cannot reach agreement, the court or the child protection authority shall decide. |

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| **Compulsory conclusion of a Swiss health insurance policy** |
| We would like to point out that in Switzerland there is a compulsory requirement to take out Swiss health insurance. Please inform yourself on the [website of the Canton of Bern](https://www.asv.dij.be.ch/de/start/themen/obli.html). |

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| **Dog owner** |
| Are you a dog owner?  No  Yes: Registration of dogs (dog owners moving into the municipality, acquisition of a dog) and deregistration of dogs (change of dog owner, dog owner leaving the municipality, death of the dog) is accepted by our **tax office**, Thunstr. 74, 3074 Muri b. Bern. Bern, Tel. 031 950 54 59, or can be reported to the municipality via the [online counter](http://www.muri-guemligen.ch/online-schalter/). |

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| **Signature of applicant** |
| The applicant(s) confirm(s) their truthfulness with their signature. False statements or concealment of material facts are punishable and may be prosecuted by police measures (Art. 118 of the Federal Act on Foreign Nationals and Integration AIG).  Place / date Signature of the applicant / legal representative    Place / date Signature of (spouse) partner |

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| **Remarks and signature of the municipality** |
| Place / date Surname, first name / stamp / signature of the registration office |

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| **To be completed by the municipality: Information on the initial interview in accordance with the Integration Act** | | |
| **Gesuchsteller/in** gehört zur Zielgruppe der Erstgespräche | | Ja  Nein |
| Erstgespräch erfolgt | Ja, wann | Nein, Grund |
| Zuweisung an AI | Ja, verpflichtend  Ja, empfehlend | Nein |
| **(Ehe-)Partner/in** gehört zur Zielgruppe der Erstgespräche | | Ja  Nein |
| Erstgespräch erfolgt | Ja, wann | Nein, Grund |
| Zuweisung an AI | Ja, verpflichtend  Ja, empfehlend | Nein |
| **Das Kind (über 15 jährig)** gehört zur Zielgruppe der Erstgespräche | | Ja  Nein |
| Erstgespräch erfolgt | Ja, wann | Nein, Grund |
| Zuweisung an AI | Ja, verpflichtend  Ja, empfehlend | Nein |
| **Das Kind (über 15 jährig)** gehört zur Zielgruppe der Erstgespräche | | Ja  Nein |
| Erstgespräch erfolgt | Ja, wann | Nein, Grund |
| Zuweisung an AI | Ja, verpflichtend  Ja, empfehlend | Nein |
| **Das Kind (über 15 jährig)** gehört zur Zielgruppe der Erstgespräche | | Ja  Nein |
| Erstgespräch erfolgt | Ja, wann | Nein, Grund |
| Zuweisung an AI | Ja, verpflichtend  Ja, empfehlend | Nein |