

Federal Department of Foreign Affairs (FDFA)

Permanent Mission of Switzerland to UNOG Host Country Division **Legal and Protocol Section** P.O. Box 194 – 1211 Geneva 20

APPLICATION FOR A FDFA LEGITIMATION CARD

for the staff members of permanent missions, representations and delegations

This form has to be completed <u>on line</u> and must be sent by the Permanent Mission to the Swiss Mission together with a <u>verbal note</u> and the following documents:

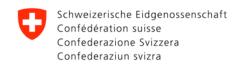
- one photograph (of good quality, passport format, not older than three months) for each person;
- a copy of the valid passport with, if necessary, a copy of the Swiss visa of each person.

Name of the Permanent Mission ¹				
4 Duineinal handisiana				
1. Principal beneficiary				
□ Mrs □ Mr				
Surname(s)				
First name(s)				
Maiden name	Date of birth			
Civil status				
Nationality(ies)	Swiss nationality $\ \square$ yes $\ \square$ no			
Place and country of birth				
For women (to choose) ☐ female title	☐ male title			
Title (list of diplomatic titles : see page 5)				
Function				
Transferable personnel of career of the Ministry of I	Foreign Affairs ☐ yes ☐ no			
Category				
Category according to the Vienna Convention on Diplomatic Relations of 18 April 1961 ²				
If card F: employer				
Passport ☐ diplomatic ☐ official	☐ special ☐ ordinary			
No issued on	valid until			
Date of entry into Switzerland starting date of function				
Swiss working or residence permit ☐ yes	□ no			
Previous legitimation card ☐ yes	□ no			
Private adress ³				
(even if provisional)				
Postal code	City			
Country				
Replaced person	□ no			

¹ The term "permanent mission" includes the following entities: the Permanent Missions to the United Nations Office at Geneva and the other International Organisations, the Permanent Missions to the World Trade Organisation, the Permanent Representations to the Conference on Disarmament, the Permanent Delegations of International Organisations (Observer Offices) and the Special Missions.

² This Convention applies by analogy to the Permanent Missions and to their members. The Swiss system also includes the concept of local personnel, who are defined as employees of the sending State who have been employed for the purpose of carrying out administrative or domestic tasks within the Permanent Mission on the basis of Swiss or foreign private law, and do not belong to the transferable personnel of career of the sending State (categories: locally recruited administrative personnel or locally recruited domestic personnel).

³ The address of the Permanent Mission is not accepted as a private address even if provisional. A private address with the indication "c/o" is also not accepted; in this case, the person must be able to receive their mail and their name must be put on the mailbox.



2. Spouse of the principal beneficia	ry, living in the same household ⁴		
☐ Mrs ☐ Mr			
Surname(s)			
First name (s)			
Maiden name	Date of birth		
Family relationship with the principal bene	ficiary □ spouse □ cohabitant □ partner		
Civil status			
Nationality(ies)	Swiss nationality $\ \square$ yes $\ \square$ no		
Place and country of birth			
Passport ☐ diplomatic ☐ office	cial □ special □ ordinary		
No issue	d on valid until		
Date of entry into Switzerland			
Swiss working or residence permit	□ yes □ no		
Previous legitimation card	□ yes □ no		
•	d living in the same household as the principal		
beneficiary ⁵ Surname(s)			
First name(s)	Sex		
Nationality(ies)	Swiss nationality □ yes □ no		
Place and country of birth	Date of birth		
Civil status Date of entry into Switzerland			
Passport □ diplomatic □ office			
No issue			
	tablishment/place		
	be specified		
_ 5.1.01	~ Op 0000		

<u>Cohabitant</u>: if they hold an ordinary passport, they must be considered by the sending State as an official partner.

<u>Partner</u>: if they hold an ordinary passport, the Permanent Mission must join a copy of the registered partnership. If there is no registered partnership, they must be considered by the sending State as an official partner.

⁵ Additional documents to be submitted for each child:

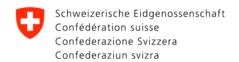
If the father/mother is divorced or separated, the Permanent Mission must join a copy of the decision of parental authority for the minor child (under 18 years old).

If the child is adopted, the Permanent Mission must join a copy of the certificate of adoption.

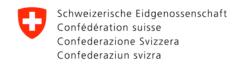
Further children have to be listed on a separate and signed form.

⁴ <u>Spouse</u>: if they hold an ordinary passport and/or do not bear the same surname as the principal beneficiary, the Permanent Mission must join a copy of the marriage certificate.

If the child holds an ordinary passport and/or does not bear the same surname as the principal beneficiary, the Permanent Mission must join a copy of the birth certificate.

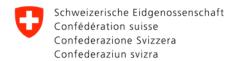


3. Single cl beneficia			years old living	in the same house	hold	as the p	orincipal
Surname(s)							
First name(s)					Sex		
Nationality(ie:	s)			Swiss nationality		\square yes	□ no
Place and co	untry of b	oirth		Date of birth			
Civil status				Date of entry into Swi	itzerla	ind	
Passport	☐ diplo	matic	□ official	☐ special		□ ordina	ary
	No		issued on	valid	until		
Activity of the	child	\square studies	establishment	t/place			
		□ other	to be specified	d			
Surname(s)							
First name(s)				0 1 11	Sex		
Nationality(ie:	•			Swiss nationality		□ yes	□ no
Place and co	untry of b	oirth		Date of birth			
Civil status			□ -#:-:-I	Date of entry into Sv	witzer		
Passport	☐ diplo	matic	□ official	□ special	(2)	□ ordina	ary
A .: '	No		issued on	valid	untii		
Activity of the	child	□ studies□ other	establishment to be specified	•			
Surname(s)			to be specified	<u> </u>			
First name(s)					Sex		
Nationality(ie:				Swiss nationality		□ yes	□ no
Place and country of birth			Date of birth		,		
Civil status	,			Date of entry into	Switze	erland	
Passport	☐ diplo	matic	□ official	☐ special		□ ordina	ary
·	No		issued on	valid	until		
Activity of the	child	□ studies	establishment	/place			
		□ other	to be specified	d			
Surmane(s)							
First name(s)					Sex		_
Nationality(ie:	•			Swiss nationality		□ yes	□ no
Place and co	untry of b	oirth		Date of birth			
Civil status				Date of entry into	Switz		
Passport	•	matic	□ official	□ special		□ ordina	ary
A = (5 ± 6	No		issued on	valid	until		
Activity of the	child	□ studies	establishment	•			
		\square other	to be specified	a			



4. Other fa	mily member/	s ⁶		
☐ Mrs	□ Mr			
Surname(s)				
First name(s	s)			
Nationality(i	es)		Swiss n	ationality □ yes □ no
Date of birth	l .			
Place and co	ountry of birth			
Civil status				
Passport	\square diplomatic	□ official	☐ special	\square ordinary
	No	issued on		valid until
Date of entry	y into Switzerlan	d		
Family relati	onship with the p	orincipal beneficiary		
☐ Mrs	□ Mr			
Surname(s)				
First name(s	s)			
Nationality(i	Nationality(ies) Swiss nationality □ yes □ no			ationality □ yes □ no
Date of birth	ı			
Place and co	ountry of birth			
Civil status				
Passport	\square diplomatic	□ official	☐ special	\square ordinary
	No	issued on		valid until
Date of entry	y into Switzerlan	d		
Family relati	onship with the p	orincipal beneficiary		
Official stam	ıp:		Date :	
			Signature of the He	ead of Mission:

⁶ In exceptional circumstances, other family members can be admitted to Switzerland for family regrouping reasons in order to live together with the principal beneficiary; they receive a legitimation card of type "H" (without privileges and immunities). Such requests must be submitted by verbal note to the Swiss Mission prior to the arrival in Switzerland of the persons.



ad interim

This page should not be returned to the Swiss Mission.

English diplomatic titles	French female diplomatic titles (on the legitimation card)	French male diplomatic titles (on the legitimation card)
Head of mission	Chef/fe de mission	
Ambassador	Ambassadeure ou Ambassadrice	Ambassadeur
Permanent representative	Représentante permanente	Représentant permanent
Permanent observer	Observatrice permanente	Observateur permanent
Chargé d'affaires en pied* Chargé d'affaires	Chargée d'affaires en pied*	Chargé d'affaires en pied*

*the legitimation card will indicate « Chargé/e d'affaires », in accordance with the established practice

Chargée d'affaires ad intérim Chargé d'affaires ad intérim

are regimmener care will in	idioate " Charge, o a anamoe ", in accord	dance with the established pr
Member of the diplomatic staff	Membre du personnel diplomatique	•
Deputy permanent representative	Représentante permanente adjointe	Représentant permanent adjoint
Minister	Ministre	Ministre
Minister Counsellor	Ministre conseillère	Ministre conseiller
First Counsellor	Première conseillère	Premier conseiller
Second Counsellor	Deuxième conseillère	Deuxième conseiller
Counsellor	Conseillère	Conseiller
First Secretary	Première secrétaire	Premier secrétaire
Second Secretary	Deuxième secrétaire	Deuxième secrétaire
Third Secretary	Troisième secrétaire	Troisième secrétaire
Attaché	Attachée	Attaché
Swiss member of the diplomatic staff Same diplomatic titles as listed above	Membre suisse du personnel diplor Même titres diplomatiques que ci-des	
Member of the	Personnel administratif et techniqu	` '
administrative and technical staff	Personnel AT	Personnel AT
Member of the service	Personnel de service	
staff	Personnel de service	Personnel de service
Local staff member	Personnel local	
Administrative employee	Personnel administratif	Personnel administratif
Household employee	Personnel domestique	Personnel domestique
Intern	Stagiaire	
	Stagiaire	Stagiaire
Private household	Domestique privé/e	
employee	Domestique privée	Domestique privé