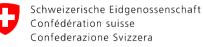
Federal Department of Foreign Affairs



Confédération suisse Confederazione Svizzera Confederaziun svizra

LEGITIMATION CARD (LC) – Fact sheet

Permanent Mission of Switzerland to the United Nations Host Country Division Legal and Protocol Section

Initial LC, Renewal, Loss/Theft and Cancellation

Type of request	Documents to provide	
Initial LC	- Verbal note, LC application form duly completed, dated, stamped and signed (with indication of school attended for school-age	
(LC type B, C, D, E, R, S	children), 1 photo, copies of passport including pages with entry stamp (into Switzerland or Schengen area) and visa for persons	
according to type of passport,	subject to visa requirements.	
function or nationality)	- For newborns: copy of birth certificate issued by the cantonal civil registry office / if born abroad, copy of document issued by the	
	foreign registry office, legalized and translated (FR/ENG/DE/IT/ESP).	
	- For minor children who are not accompanied by the 2nd parent: copies of the child's official custody document or written,	
	signed authorization from the other parent, together with a copy of the passport and birth certificate.	
LC renewal	- Verbal note, previous LC, 1 photo, copy of valid passport.	
(Max 30 days before due date)	- For family members with a LC "H": copy of Swiss health insurance certificate or exemption from SAM.	
	- For interns with a LC "H": copy of Swiss health insurance certificate or SAM exemption, proof of social insurance affiliation	
	(AVS/AI/APG) and tax registration.	
Loss/Theft	- In case of loss , a detailed verbal note, 1 photo and copy of valid passport.	
(in Switzerland or abroad)	 In case of loss, a detailed verbal note, if photo and copy of valid passport. In the event of theft, verbal note, 1 photo, a copy of the police report and a valid passport. 	
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Cancellation/end of - Verbal note with the exact date of termination. The LC must be returned no later than the end of the courtesy period		
functions		
(To be notified immediately)		

Civil status, Ci permit, Children - Exception to rule requiring to live in the same household (studies abroad) and Address

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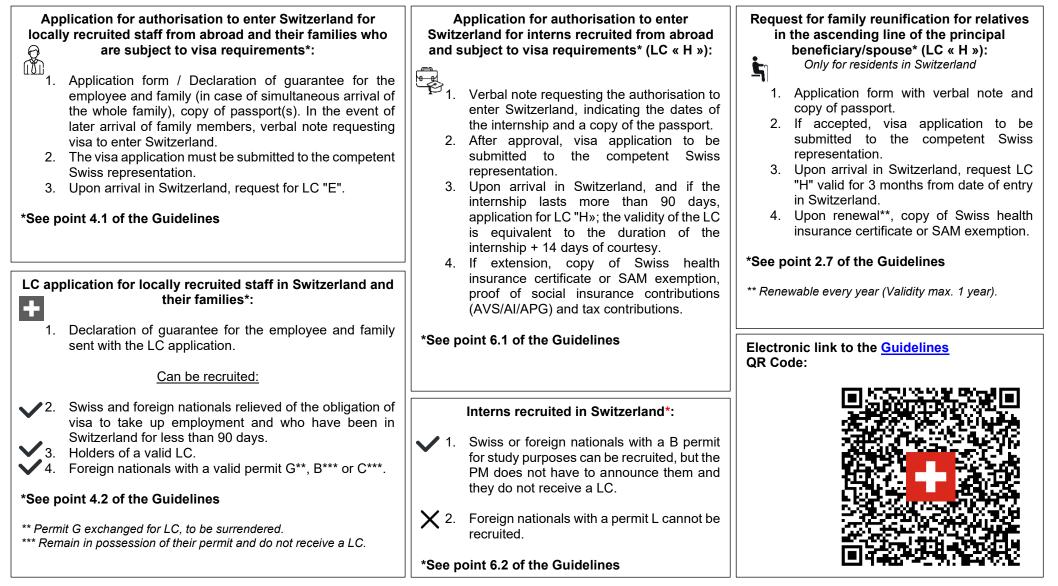
	 Change of civil status*: <u>Marriage:</u> verbal note with copy of civil act. <u>Separation:</u> verbal note with copy of official documents and, a) returns the LC of the concerned family members or, b) request for exemption from the same household**. <u>Divorce:</u> verbal note with copy of civil act (with effective date and mention of custody of the children) and LC returned of the concerned family members. 	 Request for Ci permit*: Only for residents in Switzerland (and children who entered Switzerland before the age of 21) 1. Attestation request submitted by the applicant or the PM. 2. Attestation sent to applicant's private address. 3. Applicant sends Ci permit application to cantonal population office of place of residence (with work contract, 	 Children - Exception to rule requiring to live in the same household (studies abroad)*: Only for residents in Switzerland 1. Form sent before/as soon as studies abroad start. 2. Verbal note notifying the return to Switzerland or change of situation (gainful employment abroad). *See point 2.6.1 of the Guidelines
* Certified translations accepted in FR/EN/DE/IT/ESP **See point 2.6.2 of the Guidelines		employment proposal or independent activity). * Information notice : <u>link</u>	Address change : Verbale note with the effective date of the change of address. <i>N.B: LC constitutes to a residence permit only in Switzerland.</i>

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<u>N.B</u>: Holders of LC, non-Swiss, are exempted from the obligation to register with their residents' registry in their place of residence. They can do it on a voluntary basis; the Swiss Mission recommends them to register upon arrival in Switzerland: <u>canton de Genève</u> / <u>canton de Vaud.</u>