



APPLICATION FOR A FDFA LEGITIMATION CARD

for the staff members of permanent missions, representations and delegations

This form has to be completed on line and must be sent by the Permanent Mission to the Swiss Mission together with a verbal note 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 Mission¹

1. Principal beneficiary

☐ Mrs ☐ Mr

Surname(s)

First name(s)

Maiden name

Date of birth

Civil status

Nationality(ies)

Swiss nationality ☐ yes ☐ 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 Foreign Affairs ☐ yes ☐ no

Category

Category according to the Vienna Convention on Diplomatic Relations of 18 April 1961²

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 address³
(even if provisional)

Postal code

City

Country

Replaced person ☐ yes, name/surmane ☐ 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 beneficiary, living in the same household⁴

☐ Mrs ☐ Mr

Surname(s)

First name (s)

Maiden name

Date of birth

Family relationship with the principal beneficiary ☐ spouse ☐ cohabitant ☐ partner

Civil status

Nationality(ies)

Swiss nationality ☐ yes ☐ no

Place and country of birth

Passport ☐ diplomatic

☐ official

☐ special

☐ ordinary

No

issued on

valid until

Date of entry into Switzerland

Swiss working or residence permit ☐ yes ☐ no

Previous legitimation card ☐ yes ☐ no

3. Single child/ren up to 25 years old living in the same household as the principal beneficiary⁵

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

☐ official

☐ special

☐ ordinary

No

issued on

valid until

Activity of the child ☐ studies establishment/place

☐ other to be specified

⁴ Spouse: 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.

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

Partner: 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 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.

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.



3. Single child/ren up to 25 years old living in the same household as the principal beneficiary⁵ (next)

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 ☐ official ☐ special ☐ ordinary
No issued on valid until
Activity of the child ☐ studies establishment/place
☐ other to be specified

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 ☐ official ☐ special ☐ ordinary
No issued on valid until
Activity of the child ☐ studies establishment/place
☐ other to be specified

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 ☐ official ☐ special ☐ ordinary
No issued on valid until
Activity of the child ☐ studies establishment/place
☐ other to be specified

Surmane(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 ☐ official ☐ special ☐ ordinary
No issued on valid until
Activity of the child ☐ studies establishment/place
☐ other to be specified



4. Other family member/s⁶

☐ Mrs ☐ Mr

Surname(s)

First name(s)

Nationality(ies)

Swiss nationality ☐ yes ☐ no

Date of birth

Place and country of birth

Civil status

Passport ☐ diplomatic ☐ official ☐ special ☐ ordinary

No

issued on

valid until

Date of entry into Switzerland

Family relationship with the principal beneficiary

☐ Mrs ☐ Mr

Surname(s)

First name(s)

Nationality(ies)

Swiss nationality ☐ yes ☐ no

Date of birth

Place and country of birth

Civil status

Passport ☐ diplomatic ☐ official ☐ special ☐ ordinary

No

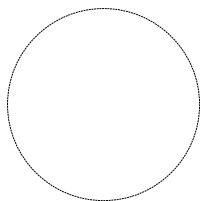
issued on

valid until

Date of entry into Switzerland

Family relationship with the principal beneficiary

Official stamp :



Date :

Signature of the Head of Mission:

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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 legitimization 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.



This page should not be returned to the Swiss Mission.

English diplomatic titles	French female diplomatic titles (on the legitimization card)	French male diplomatic titles (on the legitimization card)
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Head of mission

Ambassador
Permanent representative
Permanent observer
*Chargé d'affaires en pied**
Chargé d'affaires
ad interim

Chef/fe de mission

Ambassadeure ou Ambassadrice
Représentante permanente
Observatrice permanente
Chargée d'affaires en pied*

Chargée d'affaires ad intérim

Ambassadeur
Représentant permanent
Observateur permanent
Chargé d'affaires en pied*

Chargé d'affaires ad intérim

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

Member of the diplomatic staff

Deputy permanent representative
Minister
Minister Counsellor
First Counsellor
Second Counsellor
Counsellor
First Secretary
Second Secretary
Third Secretary
Attaché

Membre du personnel diplomatique

Représentante permanente adjointe

Ministre
Ministre conseillère
Première conseillère
Deuxième conseillère
Conseillère
Première secrétaire
Deuxième secrétaire
Troisième secrétaire
Attachée

Représentant permanent adjoint
Ministre
Ministre conseiller
Premier conseiller
Deuxième conseiller
Conseiller
Premier secrétaire
Deuxième secrétaire
Troisième secrétaire
Attaché

Swiss member of the diplomatic staff

Same diplomatic titles as listed above

Membre suisse du personnel diplomatique

Même titres diplomatiques que ci-dessus

Member of the administrative and technical staff

Personnel administratif et technique (AT)

Personnel AT

Personnel AT

Member of the service staff

Personnel de service

Personnel de service

Personnel de service

Local staff member

Administrative employee
Household employee

Personnel local

Personnel administratif
Personnel domestique

Personnel administratif
Personnel domestique

Intern

Stagiaire

Stagiaire

Stagiaire

Private household employee

Domestique privé/e

Domestique privée

Domestique privé