



## APPLICATION FOR A FDFA LEGITIMATION CARD

**for the staff members of intergovernmental organisations and international institutions**

This form has to be completed on line and must be sent by the Organisation to the Swiss Mission together with:

- 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 Organisation

#### 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 titles: see page 5)

Rank

Category

If card F: employer

For freelance interpreter/translator card G, see procedure<sup>1</sup>

Type of contract    indefinite term       fixed term      from      to

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 address<sup>2</sup>  
(even if provisional)

Postal code

City

Country

<sup>1</sup> This form has to be completed by the interpreter/translator and to be sent to the Swiss Mission together with one photograph (of good quality, passport format and not older than three months), a copy of the valid passport, a summary list of the contracts and copies of the contracts of the past year.

<sup>2</sup> The address of the Organisation 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 household<sup>3</sup>

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 beneficiary<sup>4</sup>

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

<sup>3</sup> Spouse: if they do not bear the same surname as the principal beneficiary, the Organisation must join a copy of the marriage certificate.

Cohabitant: who is considered by the Organisation as an official partner or as a dependent under the Staff Regulations.

Partner: the Organisation must join a copy of the registered partnership. If there is no registered partnership, the partner must be considered by the Organisation as an official partner or as a dependent under the Staff Regulations.

<sup>4</sup> Additional documents to be submitted for each child:

If the child does not bear the same surname as the principal beneficiary, the Organisation must join a copy of the birth certificate.

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

If the child is adopted, the Organisation 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 beneficiary<sup>4</sup> (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

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. Other family member(s)<sup>5</sup>**

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

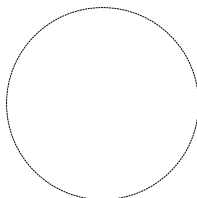
Civil status

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 HR Department:

.....

<sup>5</sup> 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 compulsorily be submitted by letter to the Swiss Mission prior to the arrival in Switzerland of the persons.



**This page should not be returned to the Swiss Mission.**

This list is a non-exhaustive. Each organisation indicates the titles in accordance with its internal rules.

### English titles

#### Member of the senior management

Secretary General  
Secretary General ad interim  
Deputy Secretary General  
Under-Secretary General  
Assistant Secretary General  
Director General  
Deputy Director General  
Deputy Director General  
Under Director General  
High Commissioner  
High Commissioner  
Deputy High Commissioner  
Deputy High Commissioner  
Assistant High Commissioner  
Assistant High Commissioner  
Special Envoy  
Deputy Special Envoy  
Executive-Director  
Deputy Executive-Director  
Director  
Deputy Director  
Chief  
President  
Registrar  
Other : to specify

#### High ranking official

#### Professional and general services official

#### ICRC and IFRC employee

#### Swiss staff member

Use the titles as listed above according to the grade of the staff member

#### Scientific staff member of CERN

#### Seconded staff members by a State or an intergovernmental organisation

#### Short-term staff member

#### Freelance interpreter or translator

Interpreter  
Translator

#### Non-staff member

Consultant  
Seconded staff  
Intern  
Volunteer

#### Private household employee

### French female titles

#### Membre de la haute direction

Secrétaire générale  
Secrétaire générale par intérim  
Vice-secrétaire générale  
Sous-secrétaire générale  
Secrétaire générale adjointe  
Directrice générale  
Vice-directrice générale  
Directrice générale adjointe  
Sous-directrice générale  
Haute-commissaire  
Haute commissaire  
Haute-commissaire adjointe  
Haute commissaire adjointe  
Haute-commissaire assistante  
Haute commissaire assistante  
Envoyée spéciale  
Envoyée spéciale adjointe  
Directrice exécutive  
Directrice exécutive adjointe  
Directrice  
Directrice adjointe  
Cheffe  
Présidente  
Greffière  
Autre : à préciser

#### Haut/e fonctionnaire

Haute fonctionnaire

#### Fonctionnaire de la catégorie professionnelle ou des services généraux

Fonctionnaire

#### Collaborateur/trice du CICR et de la FISCR

Collaboratrice

#### Fonctionnaire suisse

Reprendre les titres proposés ci-dessus selon le grade de la personne

#### Personnel scientifique du CERN

Personnel scientifique

#### Personnel détaché par un Etat ou une organisation intergouvernementale

Personnel détaché

#### Fonctionnaire court-terme

Fonctionnaire court-terme

#### Interprète ou traducteur/trice freelance

Interprète  
Traductrice

#### Non fonctionnaire

Consultante  
Personnel détaché  
Stagiaire  
Volontaire ou bénévole

#### Domestique privé/e

Domestique privée

### French male titles

Secrétaire général  
Secrétaire général par intérim  
Vice-secrétaire général  
Sous-secrétaire général  
Secrétaire général adjoint  
Directeur général  
Vice-directeur général  
Directeur général adjoint  
Sous-directeur général  
Haut-commissaire  
Haut commissaire  
Haut-commissaire adjoint  
Haut commissaire adjoint  
Haut-commissaire assistant  
Haut commissaire assistant  
Envoyé spécial  
Envoyé spécial adjoint  
Directeur exécutif  
Directeur exécutif adjoint  
Directeur  
Directeur adjoint  
Chef  
Président  
Greffier  
Autre : à préciser

Haut fonctionnaire

Fonctionnaire

Collaborateur

Personnel scientifique

Personnel détaché

Fonctionnaire court-terme

Interprète  
Traducteur

Consultant  
Personnel détaché  
Stagiaire  
Volontaire ou bénévole

Domestique privé