









LEGITIMATION CARD (LC) – Fact sheet

Initial LC, Renewal, Loss/Theft and Cancellation

Type of request	Documents to provide
<p>Initial LC (LC type B, C, D, E, R, S according to type of passport, function or nationality)</p> 	<ul style="list-style-type: none"> - Verbal note, LC application form duly completed, dated, stamped and signed (with indication of school attended for school-age children), 1 photo, copies of passport including pages with entry stamp (into Switzerland or Schengen area) and visa for persons subject to visa requirements. - 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.
<p>LC renewal (Max 30 days before due date)</p> 	<ul style="list-style-type: none"> - Verbal note, previous LC, 1 photo, copy of valid passport. - 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.
<p>Loss/Theft (in Switzerland or abroad)</p>	<ul style="list-style-type: none"> - In case of loss, a detailed verbal note, 1 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.
<p>Cancellation/end of functions (To be notified immediately)</p>	<ul style="list-style-type: none"> - Verbal note <u>with the exact date of termination</u>. The LC must be returned no later than the end of the courtesy period.

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

<p> Change of civil status*:</p> <ol style="list-style-type: none"> 1. <u>Marriage:</u> verbal note with copy of civil act. 2. <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**. 3. <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. <p>* Certified translations accepted in FR/EN/DE/IT/ESP</p> <p>**See point 2.6.2 of the Guidelines</p>	<p>Request for Ci permit*: <i>Only for residents in Switzerland (and children who entered Switzerland before the age of 21)</i></p> <p></p> <ol style="list-style-type: none"> 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, employment proposal or independent activity). <p>* Information notice : link</p>	<p>Children - Exception to rule requiring to live in the same household (studies abroad)*: <i>Only for residents in Switzerland</i></p> <p></p> <ol style="list-style-type: none"> 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). <p>*See point 2.6.1 of the Guidelines</p> <hr/> <p>Address change :</p> <p> • Verbale note <u>with the effective date</u> of the change of address.</p> <p><i>N.B: LC constitutes to a residence permit only in Switzerland.</i></p>
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LEGITIMATION CARD (LC) – Fact sheet

Locally recruited staff and family members, Interns and Ascending line

Application for authorisation to enter Switzerland for locally recruited staff from abroad and their families who are subject to visa requirements*:



1. Application form / Declaration of guarantee for the employee and family (in case of simultaneous arrival of the whole family), copy of passport(s). In the event of later arrival of family members, verbal note requesting visa to enter Switzerland.
2. The visa application must be submitted to the competent Swiss representation.
3. Upon arrival in Switzerland, request for LC "E".

***See point 4.1 of the Guidelines**

Application for authorisation to enter Switzerland for interns recruited from abroad and subject to visa requirements* (LC « H »):



1. Verbal note requesting the authorisation to enter Switzerland, indicating the dates of the internship and a copy of the passport.
2. After approval, visa application to be submitted to the competent Swiss representation.
3. Upon arrival in Switzerland, and if the internship lasts more than 90 days, application for LC "H»; the validity of the LC is equivalent to the duration of the internship + 14 days of courtesy.
4. If extension, copy of Swiss health insurance certificate or SAM exemption, proof of social insurance contributions (AVS/AI/APG) and tax contributions.

***See point 6.1 of the Guidelines**

Request for family reunification for relatives in the ascending line of the principal beneficiary/spouse* (LC « H »):



Only for residents in Switzerland

1. Application form with verbal note and copy of passport.
2. If accepted, visa application to be submitted to the competent Swiss representation.
3. Upon arrival in Switzerland, request LC "H" valid for 3 months from date of entry in Switzerland.
4. Upon renewal**, copy of Swiss health insurance certificate or SAM exemption.

***See point 2.7 of the Guidelines**

*** Renewable every year (Validity max. 1 year).*

LC application for locally recruited staff in Switzerland and their families*:



1. Declaration of guarantee for the employee and family sent with the LC application.

Can be recruited:

- ✓ 2. Swiss and foreign nationals relieved of the obligation of visa to take up employment and who have been in Switzerland for less than 90 days.
- ✓ 3. Holders of a valid LC.
- ✓ 4. Foreign nationals with a valid permit G**, B*** or C***.

***See point 4.2 of the Guidelines**

*** Permit G exchanged for LC, to be surrendered.*

**** Remain in possession of their permit and do not receive a LC.*

Interns recruited in Switzerland*:

- ✓ 1. Swiss or foreign nationals with a B permit for study purposes can be recruited, but the PM does not have to announce them and they do not receive a LC.
- ✗ 2. Foreign nationals with a permit L cannot be recruited.

***See point 6.2 of the Guidelines**

Electronic link to the [Guidelines](#)

QR Code:



N.B: 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: [canton de Genève](#) / [canton de Vaud](#).

PM = Permanent Mission / SAM = Cantonal health insurance service