



**APPLICATION FOR AUTHORISATION TO ENTER SWITZERLAND**

**Locally recruited staff member**  
**subject to visa requirement to take up employment**

*To be returned to the Swiss Mission*

**Reminder of the rules and conditions according to the Guidelines**

An application for authorisation to enter Switzerland to engage in gainful employment must be submitted in advance by the mission/delegation for the local staff members who are subject, based on their nationality, to visa requirement to take up employment, even if they are exempted from visa requirement for a short stay. If the request is accepted, the person will be issued with a type “E” legitimization card upon arrival in Switzerland as well as their family members, if applicable.

**PERMANENT MISSION/DELEGATION OF** \_\_\_\_\_

**LOCALLY RECRUITED STAFF MEMBER**     Ms     Mr

Name/surname \_\_\_\_\_

Nationality/ies \_\_\_\_\_

City/country of residence (when applying) \_\_\_\_\_

Date of birth \_\_\_\_\_

Civil status     single     married     joined in a registered partnership     divorced     widowed

Starting date of function \_\_\_\_\_ Workplace     mission’s premises     residence

Function     employee with administrative tasks     employee with domestic tasks

The employee will be accompanied by their family members     yes (annex to be completed)     no

Official stamp of the permanent mission/delegation    Date \_\_\_\_\_

Signature (authorised person) \_\_\_\_\_

**Documents to be enclosed:**

- Form “Declaration of guarantee in favour of a locally recruited staff member”
- Copy of the passport of the person
- If applicable, information on the family members (annex to be completed)

**The Swiss Mission will return to the mission/delegation a copy of the request with its decision.**

**After examination**, the Swiss Mission:

- accepts the request and has authorised the competent Swiss representation to issue the visa
- does not accept the request

Date \_\_\_\_\_

Signature \_\_\_\_\_

**ANNEX** to the application for authorisation to enter Switzerland for a local staff member

**Application for authorisation to enter Switzerland for family members  
subject to visa requirement for family reunification**

**Only** for family members who are coming to Switzerland **together with the employee**. If family members intend to join the employee later on, the mission/delegation must apply for an authorisation to enter Switzerland in due course and by verbal note.

**PERMANENT MISSION/DELEGATION OF** \_\_\_\_\_

**NAME/SURNAME OF THE EMPLOYEE** \_\_\_\_\_

**SPOUSE**       Ms     Mr

Name/surname \_\_\_\_\_

Nationality/ies \_\_\_\_\_

Date of birth \_\_\_\_\_

Civil status    single     married     joined in a registered partnership     divorced     widowed

**CHILDREN** (single, up to 25 years old) (additional children must be listed on a separate and signed form)

Name/surname \_\_\_\_\_

Nationality/ies \_\_\_\_\_

Date of birth \_\_\_\_\_      Sex  female  male

Name/surname \_\_\_\_\_

Nationality/ies \_\_\_\_\_

Date of birth \_\_\_\_\_      Sex  female  male

Name/surname \_\_\_\_\_

Nationality/ies \_\_\_\_\_

Date of birth \_\_\_\_\_      Sex  female  male

Documents to be enclosed:

- Form "Declaration of guarantee in favour of the family of a locally recruited staff member"
- Copy of each family member's passport
- Copy of the marriage/registered partnership certificate for the spouse
- Copy of the birth certificate for each child

**The Swiss Mission will return to the mission/delegation a copy of the request with its decision.**

**After examination,** the Swiss Mission:

- accepts the request and has authorised the competent Swiss representation to issue the visa/s
- does not accept the request

Date \_\_\_\_\_

Signature \_\_\_\_\_