Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs FDFA
State Secretariat
Protocol – Privileges and Immunities
Effingerstrasse 27, CH – 3003 Bern

FDFA REGISTRATION APPLICATION FORM

for staff of diplomatic and consular representations

This form has to be filled out online, dated, signed, stamped and forwarded by the Embassy to the Protocol via verbal note and with the following documents:

1. one picture (good quality, passport size, not older than three months) per mentioned person;
2. copy of passport valid for at least 6 months after arrival, and, if applicable, copy of visa per mentioned person.

Name of representation

☒ Embassy ☐ Consulate Country

☒ Switzerland ☐ Other Country Canton

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 ladies (to choose) ☒ female title ☐ male title

Category

(as per Vienna Convention of 18 April 1961 on diplomatic relations)[1]

Title (according to the list on page 6)

Function

Transferable career staff of the Ministry of Foreign Affairs ☐ yes ☐ no

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

Private address[2]
(even if provisional)

Postal code City

Country

Private Phone No.

Replaced person ☒ yes, surname/first name

Newly created post ☐ yes, **please join a detailed job description**

[1]. The Swiss system also includes the concept of local staff, who are defined as employees of the Sending State who have been employed for carrying out administrative or domestic tasks within the representation, based on Swiss or foreign private law and do not belong to the transferable career staff of the Sending State (categories: locally recruited administrative or locally recruited domestic staff).

[2] The address of the representation is not accepted as a private address, even if temporary. A c/o address is also not accepted as a private address. The person must be able to receive mail and their name must appear on the mailbox.

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2. Partner of principal beneficiary, living in the same household[3]

☐ Mrs ☐ Mr

Surname/s

First name/s

Maiden name | Date of birth

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. Children up to 25 years old living in the same household as the principal beneficiary[4]

Surname/s

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 ☐ studies school/university and place

☐ other to be specified

[3] Spouse: if they hold an ordinary passport and/or do not bear the same surname as the principal beneficiary, the representation must join a copy of the marriage certificate.
Cohabitant: if they hold an ordinary passport, she/he must be considered by the Sending State as an official partner of the principal beneficiary.
Partner: if they hold an ordinary passport, the representation must join a copy of the registered partnership. If there is no registered partnership, she/he must be considered by the Sending State as an official partner of the principal beneficiary.

[4] 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 representation must join a copy of the birth certificate
- If the parents are divorced or separated, the representation must join a copy of the decision of parental authority for the minor child (under 18 years old)
- If the child is adopted, the representation must join a copy of the certificate of adoption.

Additional children have to be listed on a separate and signed form.

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3. Children up to 25 years old living in the same household as the principal beneficiary (continuation)

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 ☐ studies school/university and 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 ☐ studies school/university and 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 ☐ studies school/university and 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 valid until
Activity ☐ studies school/university and place
☐ other to be specified

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4. Other family members[5]

☐ 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

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

Relationship with the principal beneficiary

[5] Under exceptional circumstances, other family members can be admitted to Switzerland for family reunion purposes in order to live together with the principal beneficiary. They receive a legitimation card type « H » (without privileges and immunities). Such a request must be submitted by verbal note to the Protocol prior to the arrival of these family members to Switzerland.

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5. Vehicles

For the registration of motor vehicles in the CD and AT series, diplomatic missions in **Bern** should contact the Departement of Motor Vehicles (Strassenverkehrsamt) of canton Bern, Schermenweg 5, 3014 Bern directly.

For the registration of motor vehicles in the CC series (only for career civil servants at consular missions and consular service vehicles under the control of a career civil servant), for the canton of **Zurich**, contact the Departement of Motor Vehicles of canton Zurich, Uetlibergstrasse 301, 8036 Zurich directly.

For **other cantons, please complete the section below**

Canton	
Car (brand)	
Chassis number	
Remarks	

Rear number plate ☐ long
☐ square (only for cars where the long plate cannot be fixed)

Official stamp of the diplomatic mission

Date .

Signature of the Head of the diplomatic mission

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This page has not to be sent back to Protocol.

Female titles	**Male titles**
Head of Mission	
Ambassadrice	Ambassadeur
Chargée d'affaires en pied*	Chargé d'affaires en pied*

***according to diplomatic custom, the legitimation card will indicate « Chargé/e d'affaires » only**

Diplomatic staff	
Ministre	Ministre
Ministre conseillère	Ministre conseiller
Première conseillère	Premier conseiller
Conseillère	Conseiller
Première secrétaire	Premier secrétaire
Deuxième secrétaire	Deuxième secrétaire
Troisième secrétaire	Troisième secrétaire
Attachée	Attaché
Attachée adjointe	Attaché adjoint
Attachée militaire	Attaché militaire
Attachée de police	Attaché de police
Consular staff ***(these titles cannot be used within an Embassy)***	
Consule générale	Consul général
Consule générale adjointe	Consul général adjoint
Consul	Consul
Consule adjointe	Consul adjoint
Vice-consule	Vice-consul
Attachée	Attaché
Attachée adjointe	Attaché adjoint
Agent consulaire	Agent consulaire
Employée consulaire	Employé consulaire
Consule générale honoraire	Consul général honoraire
Consule honoraire	Consul honoraire
Agent consulaire honoraire	Agent consulaire honoraire
Consule honoraire ad personam	Consul honoraire ad personam
Administrative and technical staff	
Membre du personnel AT	Membre du personnel AT
Service staff	
Personnel administratif	Personnel administratif
Personnel domestique	Personnel domestique
Chauffeur	Chauffeur
Stagiaire	Stagiaire
Private domestic staff	
Domestique privée	Domestique privé

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