



## 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 and entry stamp per mentioned person.

<b>Name of representation</b>	<input type="checkbox"/> Embassy	<input type="checkbox"/> Consulate	Country
	<input type="checkbox"/> Switzerland	<input type="checkbox"/> 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)<sup>1</sup>

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<sup>2</sup>

(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

<sup>1</sup> 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).

<sup>2</sup> 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.



## 2. Partner of principal beneficiary, living in the same household<sup>3</sup>

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<sup>4</sup>

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

<sup>3</sup> 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.

<sup>4</sup> 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.



**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





## 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

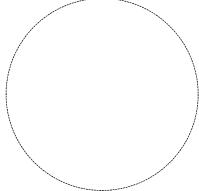
Car (brand)

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

.....



**This page has not to be sent back to Protocol.**

**Female titles**

**Head of Mission**

Ambassadrice  
Chargée d'affaires en pied\*

**Male titles**

Ambassadeur  
Chargé d'affaires en pied\*

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

**Diplomatic staff**

Ministre  
Ministre conseillère  
Première conseillère  
Conseillère  
Première secrétaire  
Deuxième secrétaire  
Troisième secrétaire  
Attachée  
Attachée adjointe  
Attachée militaire  
Attachée de police

Ministre  
Ministre conseiller  
Premier conseiller  
Conseiller  
Premier secrétaire  
Deuxième secrétaire  
Troisième secrétaire  
Attaché  
Attaché adjoint  
Attaché militaire  
Attaché de police

**Consular staff (these titles cannot be used within an Embassy)**

Consule générale  
Consule générale adjointe  
Consul  
Consule adjointe  
Vice-consule  
Attachée  
Attachée adjointe  
Agent consulaire  
Employée consulaire  
Consule générale honoraire  
Consule honoraire  
Agent consulaire honoraire  
Consule honoraire ad personam

Consul général  
Consul général adjoint  
Consul  
Consul adjoint  
Vice-consul  
Attaché  
Attaché adjoint  
Agent consulaire  
Employé consulaire  
Consul général honoraire  
Consul honoraire  
Agent consulaire honoraire  
Consul honoraire ad personam

**Administrative and technical staff**

Membre du personnel AT

Membre du personnel AT

**Service staff**

Personnel administratif  
Personnel domestique  
Chauffeur  
Stagiaire

Personnel administratif  
Personnel domestique  
Chauffeur  
Stagiaire

**Private domestic staff**

Domestique privée

Domestique privé