



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.

Name of representation	<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)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 address²
(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.



2. Partner of principal beneficiary, living in the same household³

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 beneficiary⁴

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.



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

Surname/s
First name/s
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
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
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
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



4. Other family members⁵

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.



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

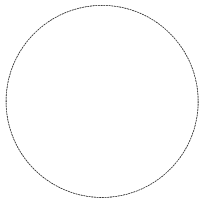
Car (brand)

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

Head of Mission

Ambassadrice
Chargée d'affaires en pied*
Chargée d'affaires ad intérim

Male titles

Ambassadeur
Chargé d'affaires en pied*
Chargé d'affaires ad intérim

***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