



## APPLICATION FOR A FDFA LEGITIMATION CARD

### for the staff members of quasi-governmental international organisations and other international bodies

This form has to be completed on line and must be sent by the Organisation to the Swiss Mission together with:

- one photograph (of good quality, passport format, not older than three months) for each person;
- a copy of the valid passport with, if necessary, a copy of the Swiss visa of each person.

#### Name of the Organisation

#### 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

Function

Category

Type of contract    indefinite term       fixed term      from                      to

Passport              No                                      issued on                                      valid until

Date of entry into Switzerland                                      starting date of function

Private address<sup>1</sup>  
(even if provisional)

Postal code

City

Country

<sup>1</sup> The address of the Organisation is not accepted as a private address even if provisional, as well as a private address with the mention "c/o". In the latter case, the person must put their first name on the mailbox to receive their postal mail.



## 2. Spouse of the principal beneficiary living in the same household<sup>2</sup>

Mrs       Mr

Surname/s

First name/s

Maiden name

Date of birth

Family relationship with the principal beneficiary       spouse       cohabitant       partner

Civil status

Nationality/ies

Swiss nationality     yes     no

Place and country of birth

Passport    No

issued on

valid until

Date of entry into Switzerland

## 3. Single child/ren up to 25 years old living in the same household as the principal beneficiary<sup>3</sup>

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    No

issued on

valid until

Activity of the child     studies    establishment/place

other    to be specified

<sup>2</sup> Spouse: if they do not bear the same surname as the principal beneficiary, the Organisation must join a copy of the marriage certificate.

Cohabitant: who is considered by the Organisation as an official partner or as a dependent.

Partner: the Organisation must join a copy of the registered partnership. If there is no registered partnership, the partner must be considered by the Organisation as an official partner or as a dependent.

<sup>3</sup> Additional documents to be submitted for each child:

If the child does not bear the same surname as the principal beneficiary, the Organisation must join a copy of the birth certificate.

If the father/mother is divorced or separated, the Organisation must join a copy of the decision of parental authority for the minor child (under 18 years old).

If the child is adopted, the Organisation must join a copy of the certificate of adoption.

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



**3. Single child/ren up to 25 years old living in the same household as the principal beneficiary<sup>3</sup> (next)**

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 No issued on valid until  
 Activity of the child  studies establishment/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 No issued on valid until  
 Activity of the child  studies establishment/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 No issued on valid until  
 Activity of the child  studies establishment/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 No issued on valid until  
 Activity of the child  studies establishment/place  
 other to be specified



**4. Other family member/s<sup>4</sup>**

Mrs       Mr

Surname/s

First name/s

Nationality/ies

Swiss nationality    yes       no

Date of birth

Place and country of birth

Civil status

Passport      No

issued on

valid until

Date of entry into Switzerland

Family 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      No

issued on

valid until

Date of entry into Switzerland

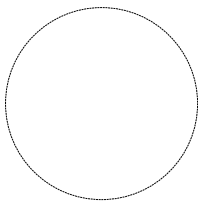
Family relationship with the principal beneficiary

Official stamp:

Date: .....

Signature HR Department:

.....



<sup>4</sup> In exceptional circumstances, other family members can be admitted to Switzerland for family regrouping reasons in order to live together with the principal beneficiary; they receive a legitimation card of type "H" (without privileges and immunities). Such requests must be submitted by letter to the Swiss Mission prior to the arrival in Switzerland of the persons.