



APPLICATION FOR A FDFA LEGITIMATION CARD

for the staff members of intergovernmental organisations and international institutions

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

For women (to choose) female title male title

Title (list of titles: see page 5)

Rank

Category

If card F: employer

For freelance interpreter/translator card G, see procedure¹

Type of contract indefinite term fixed term from to

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

Previous legitimation card yes no

Private address²
(even if provisional)

Postal code

City

Country

¹ This form has to be completed by the interpreter/translator and to be sent to the Swiss Mission together with one photograph (of good quality, passport format and not older than three months), a copy of the valid passport, a summary list of the contracts and copies of the contracts of the past year.

² The address of the Organisation is not accepted as a private address even if provisional. A private address with the indication "c/o" is also not accepted; in this case, the person must be able to receive their mail and their name must be put on the mailbox.



2. Spouse of the principal beneficiary living in the same household³

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 diplomatic official special ordinary
 No issued on valid until
 Date of entry into Switzerland
 Swiss working or residence permit yes no
 Previous legitimization card yes no

3. Single child(ren) up to 25 years old living in the same household as the principal beneficiary⁴

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 of the child studies establishment/place
 other to be specified

³ 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 under the Staff Regulations.

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 under the Staff Regulations.

⁴ 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 beneficiary⁴ (next)

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 of the child studies establishment/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 of the child studies establishment/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 of the child studies establishment/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 of the child studies establishment/place
 other to be specified



4. Other family member(s)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

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 diplomatic official special ordinary

No

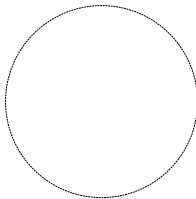
issued on

valid until

Date of entry into Switzerland

Family relationship with the principal beneficiary

Official stamp:



Date:

Signature HR Department:

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⁵ 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 compulsorily be submitted by letter to the Swiss Mission prior to the arrival in Switzerland of the persons.



This page should not be returned to the Swiss Mission.

This list is a non-exhaustive. Each organisation indicates the titles in accordance with its internal rules.

English titles

Member of the senior management

Secretary General
Secretary General ad interim
Deputy Secretary General
Under-Secretary General
Assistant Secretary General
Director General
Deputy Director General
Deputy Director General
Under Director General
High Commissioner
High Commissioner
Deputy High Commissioner
Deputy High Commissioner
Assistant High Commissioner
Assistant High Commissioner
Special Envoy
Deputy Special Envoy
Executive-Director
Deputy Executive-Director
Director
Deputy Director
Chief
President
Registrar
Other : to specify

High ranking official

Professional and general services official

ICRC and IFRC employee

Swiss staff member

Use the titles as listed above according to the grade of the staff member

Scientific staff member of CERN

Seconded staff members by a State or an intergovernmental organisation

Short-term staff member

Freelance interpreter or translator

Interpreter
Translator

Non-staff member

Consultant
Seconded staff
Intern
Volunteer

Private household employee

French female titles

Membre de la haute direction

Secrétaire générale
Secrétaire générale par intérim
Vice-secrétaire générale
Sous-secrétaire générale
Secrétaire générale adjointe
Directrice générale
Vice-directrice générale
Directrice générale adjointe
Sous-directrice générale
Haute-commissaire
Haute commissaire
Haute-commissaire adjointe
Haute commissaire adjointe
Haute-commissaire assistante
Haute commissaire assistante
Envoyée spéciale
Envoyée spéciale adjointe
Directrice exécutive
Directrice exécutive adjointe
Directrice
Directrice adjointe
Cheffe
Présidente
Greffière
Autre : à préciser

Haut/e fonctionnaire

Haute fonctionnaire

Fonctionnaire de la catégorie professionnelle ou des services généraux

Fonctionnaire

Collaborateur/trice du CICR et de la FISCR

Collaboratrice

Fonctionnaire suisse

Reprendre les titres proposés ci-dessus selon le grade de la personne

Personnel scientifique du CERN

Personnel scientifique

Personnel détaché par un Etat ou une organisation intergouvernementale

Personnel détaché

Fonctionnaire court-terme

Fonctionnaire court-terme

Interprète ou traducteur/trice freelance

Interprète
Traductrice

Non fonctionnaire

Consultante
Personnel détaché
Stagiaire
Volontaire ou bénévole

Domestique privé/e

Domestique privée

French male titles

Secrétaire général
Secrétaire général par intérim
Vice-secrétaire général
Sous-secrétaire général
Secrétaire général adjoint
Directeur général
Vice-directeur général
Directeur général adjoint
Sous-directeur général
Haut-commissaire
Haut commissaire
Haut-commissaire adjoint
Haut commissaire adjoint
Haut-commissaire assistant
Haut commissaire assistant
Envoyé spécial
Envoyé spécial adjoint
Directeur exécutif
Directeur exécutif adjoint
Directeur
Directeur adjoint
Chef
Président
Greffier
Autre : à préciser

Haut fonctionnaire

Fonctionnaire

Collaborateur

Personnel scientifique

Personnel détaché

Fonctionnaire court-terme

Interprète
Traducteur

Consultant
Personnel détaché
Stagiaire
Volontaire ou bénévole

Domestique privé