



REGERINGSKANSLIET

Notification of Arrival to the Protocol Department

Newly arrived members of Diplomatic Missions, Consular Posts, International Organizations, their families and private servants

Name of Mission:

Family name:

Given name(s):

Date of birth:

Place of birth: City:Country:

Nationality/ies:

Permanent resident in Sweden: ☐ Yes ☐ No ☐ Previously

Current/previous personal registration number in Sweden:

Marital status: Title¹:

Type of passport: Expiry date:

Designation²: Section:

Category³:

Start date of duty: Estimated end date:

Date of arrival in Sweden:

Name and rank of predecessor:.....

Date of departure of predecessor:

Position in "The Stockholm Diplomatic List" after:

Direct telephone number/mobile:

For HoM, residence address:
(if apartment, kindly indicate floor and apt no.)

Add to list of staff who delivers and collects ☐ Yes *Please attach updated list (form available on the Diplomatic Portal).*
mail to/from MFA:

¹ Mr, Mrs, Dr, Colonel, etc

² First Secr., Attaché, Clerk, Messenger, etc

³ *For Diplomatic Missions:* Head of Diplomatic Mission, Member of Diplomatic Staff, Member of Administrative and Technical Staff, Member of Service Staff. *For International Organisations:* Head of International Organisation, Official, Expert on mission



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Family/household members⁴

Family name:	
Given name(s):	
Place and date of birth:	 Relationship:
Nationality/ies:	
Type of passport:	 Expiry date:
Family name:	
Given name(s):	
Place and date of birth:	 Relationship:
Nationality/ies:	
Type of passport:	 Expiry date:
Family name:	
Given name(s):	
Place and date of birth:	 Relationship:
Nationality/ies:	
Type of passport:	 Expiry date:
Family name:	
Given name(s):	
Place and date of birth:	 Relationship:
Nationality/ies:	
Type of passport:	 Expiry date:
Date of arrival:	

Require identity number(s): ☐ Yes ☐ No

⁴ In principle the following categories:

- Wife/husband or cohabitee
- Unmarried child of a member of a Mission, living with such a member, who is not engaged in paid employment on a permanent basis and is under the age of 21 or, in the case of a full-time student at a Swedish institution of higher education, under the age of 23.
- Private servant



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Any changes in this information should be reported without delay to the Protocol Department.

Please ensure that the following documentation is attached (incomplete applications will be returned):

- Verbal note
- 2 copies of the passport of each person
- 2 passport size photographs of each person

I declare that all information submitted is correct and complete.

.....
Date

.....
Signature

.....
Signature of Head of Mission

Official Seal of the Mission