



The Ministry for Foreign Affairs presents its compliments to the Diplomatic Missions and Career Consular Posts in Sweden.

The Ministry has the honour to inform that new procedures will be introduced, aiming at improving the working conditions for private servants.

Beginning from 1 May 2015, the following new procedures will apply:

- The employment of private servants is limited to diplomatic agents only (and their consular equivalents).
- In principle, only one private servant per household is allowed, except for Heads of Missions.
- A signed contract of employment has to be submitted by a foreign mission in Sweden to the Protocol Department before a private servant can apply for a visa at a Swedish Embassy/Consulate. The signed contract has to be in accordance with the Model Employment Contract, which was updated in 2013 to better conform to relevant Swedish legislation and improve the working conditions for private servants
- To ensure that private servants are fully informed of the main contents of the employment contract, a brief interview will be held when the private servant applies for a visa at a Swedish mission abroad.
- When necessary, the employer is obliged to provide a translation of the employment contract in a language that the intended private servant understands.

- A copy of an insurance policy for the private servant (life, health care and accidents), valid for the first year, should be submitted before arrival in Sweden.
- The residence permits for private servants will be issued for one year at a time. A permit may be extended as long as the private servant is working for the same diplomat, for a total maximum of eight years. Transfer to a new employer is not allowed.

The model employment contract, which was updated in 2013, has not been changed. For further details, the *Diplomatic Portal's* updated section on private servants is annexed.

The Ministry for Foreign Affairs avails itself of this opportunity to renew to the Diplomatic Missions and Career Consular Posts in Sweden the assurances of its highest consideration.

Stockholm, 21 April 2015