



REGERINGSKANSLIET

Ministry for Foreign Affairs
Sweden

Circular note 4/2016

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

As it is of great importance for the Protocol Department to have up to date contact information to be able to provide appropriate service to the Diplomatic Corps, the Protocol Department kindly asks the Diplomatic Missions, Career Consular Posts, and International Organisations to submit any **changes** to contact information (email, regular and cell phone numbers) for staff members responsible for the following areas.

- Security matters
- Consular/visa issues
- Notification matters (managing ID cards, residence permits, etc.)
- Privileges (duty free imports, purchase of cars, etc.)
- Collecting post/dropping off post

The Protocol Department kindly requests information of any **changes** to contact information regarding locally employed staff members

THE DIPLOMATIC MISSIONS, CAREER CONSULAR POSTS AND OFFICES OF
INTERNATIONAL ORGANISATIONS IN SWEDEN

Postal address
SE-103 39 Stockholm
SWEDEN

Telephone
+46 8 405 10 00

Email
foreign.registrator@gov.se

Visitors' address
Fredsgatan 6

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responsible for collecting as well as dropping off post, who have terminated their employment.

Information can be submitted by note verbale to the Protocol Department, or by email to ud-prot@gov.se

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

Stockholm, 3 October 2016