



Ministry for Foreign Affairs

Circular note 8/2019

The Ministry for Foreign Affairs presents its compliments to the Diplomatic Missions and Career Consular Posts in Sweden and has the honor to inform about the following regarding documentation for private servants.

From 1 January 2020 the Protocol Department will need the following additional documents to be able to process applications for id and residence permits for private servants in connection with their arrival or extension of stay in Sweden;

- a copy of *insurance* covering healthcare and accident twenty-four (24) hours per day for at least the duration of one year or for the contract period. For new employees who need a visa for the travel to Sweden, a travel insurance covering the first 3 months of stay is sufficient and should then be supplemented with a healthcare and accident insurance after arrival.
- when applying for an extended stay, a copy of *bank statements* for the past year showing salary payments will be required.

Please note that the process for being approved by the Protocol Department as employer for a private servant during the posting as a diplomat, or consular equivalent in Sweden, starts by presenting a contract signed by both parties. For further detailed information including a model employment contract, please see Diplomatic Guide, chapter 7.

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, 13 December 2019

Diplomatic Missions and Career Consular Posts

SWEDEN

