



Ministry for Foreign Affairs

Circular note 3/2021

The Ministry for Foreign Affairs presents its compliments to the Diplomatic Missions, Career Consular Posts and International Organizations in Sweden and has the honour to convey the following information regarding the notification process in order to ease processing and save time.

First, please note that the notification of arrival and departure (see Chapters 3 and 4 of the Diplomatic Guide) should if possible be made within one week from arrival or departure. The notification for extension (supplementary notification) should be submitted before the current residence permit/ID card expires but no sooner than three months prior to the date of expiration.

Please ensure that you use the latest version of the different forms (available in the Diplomatic Guide, Chapter 26).

Notification of arrival

The Notification of arrival form must be fully completed in order to be processed. Please pay particular attention to the following:

Given name – For diplomats who only wish their given name to appear in the diplomatic list, please inform us by underlining that name.

Date and place of birth – enter both city, province/region where relevant and country. This applies also for all family members.

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Type of passport – write clearly if it is a diplomatic, service or ordinary passport.

Estimated end date – if this is uncertain, state approximately how long the person is intended to stay.

For Heads of Mission – always enter residence address and direct contact number, including mobile telephone.

Family members arriving separately – Please note that registration with the Protocol cannot be made before a person has arrived in Sweden. Family members arriving at a later date should therefore be notified separately through a note verbal and page 2 of the form.

Copy of the passport – A copy of the passport should be attached to the form, preferable standing on a A4 size paper, it should be of good quality and show the entire personal page including the MZR field. If the type of passport is not clearly stated on the personal page, please also attach a copy of the page where this information appears.

Photos – The photos attached to the form are used for the registration and for the ID card. They need to be of high quality with white background. The format should be passport size, displaying the whole head including the neck, face looking straight into the camera.

Extension of stay – supplementary notification

When submitting the Supplementary notification form, please fill in the expected date of departure. If the date is uncertain, please state approximately how long the person is expected to stay.

Notification of departure

The Notification of departure form should always be fully completed with accompanying family members and private servants included.

The *ID card/s should always be attached* with the notification of departure.

The *residence permit card/s* may be returned later but as soon as possible after arrival to the country of destination.

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

Stockholm, 23 November 2021



