



Ministry for Foreign Affairs  
Protocol Department

## Useful information when opening an embassy in Sweden

This paper highlights the different steps that should be considered when opening an embassy in Sweden. Please note that further and more detailed information is available on the Diplomatic Portal (<http://www.government.se/diplomaticportal>) and in the Diplomatic Guide (<https://www.government.se/government-of-sweden/ministry-for-foreign-affairs/diplomatic-portal/diplomatic-guide/>)

Upon consent from Sweden to the opening of an embassy, there are **no special permits** required with regard to the establishment of an embassy as such. Furthermore, Sweden does not object to any preparatory measures being taken before the embassy is formally established.

### 1. Contact with real estate agents

The first thing to consider is to establish **contact with a real estate agent** for the purpose of buying or renting property. There is nothing impeding the use of a temporary location such as a hotel during the initial phase of the establishment process. In which case, it is possible to arrange a P.O. Box address. Contact PostNord for more information, +46 771 33 33 10 or visit PostNord's website (<https://www.postnord.se/en/receiving/mail-delivery/postbox>).

### 2. Registration number for the embassy

An organisation registration number ('organisationsnummer') is needed for an embassy in Sweden in order to be identified, for instance when applying for refunds of value added tax and excise duties, or when opening a bank

account. An organisation registration number may also be required when entering into different agreements with other parties in Sweden.

There are no formal requirements for the application, however it is advisable to use the Swedish Tax Agency's form SKV 4632, labelled "Tax application for foreign entrepreneurs", which can be found at <http://www.skatteverket.se/foretagochorganisationer/sjalvservice/blanketterbroschyer/blanketter/info/4632.4.39f16f103821c58f680006712.html>.

The application should include details of the person applying, the organisation (embassy), contact details, the date on which the embassy is due to open, etc. It should be addressed to the address below and include a letter from the Protocol Department confirming the opening of the embassy.

Skatteverket  
Utlandsenheten Stockholm Företagsregistrering  
171 94 Solna

### **3. Security**

It is recommended that the embassy contacts the Head of the Diplomatic Protection Service of the Stockholm County Police's Operation Division for details regarding security matters. For more information, see chapter 10 in the Diplomatic Guide.

### **4. Arrival and notification**

In accordance with Article 10 of the Vienna Convention on Diplomatic Relations, diplomatic missions are requested to **notify the Ministry** as soon as possible of the appointment and arrival of members of diplomatic missions as well as their family members, and private servants in the employ of such members. This does not apply to local employees. A copy of the notification form "Notification of Arrival" is available in the Diplomatic Guide, chapter 3.

### **5. Identity cards**

The Protocol Department issues identity cards for persons over six years of age. In order for the Ministry to be able to issue an **identity card**, two

copies of a valid passport and two recent photographs of the person concerned must be enclosed with the Notification of Arrival.

Furthermore, the Protocol Department will request the Tax Agency to issue a **Swedish personal identity number**. In many cases, a personal identity number facilitates contact with Swedish authorities, institutions and companies, and it is also necessary when purchasing a car in Sweden. More information can be found in the Diplomatic Guide, chapter 3.2.3.

## 6. Miscellaneous

Regarding public transport in the vicinity of the embassy, information can be obtained from **Stockholm Public Transport** ([www.sl.se](http://www.sl.se)).

General information about Sweden can be found at [www.sweden.se](http://www.sweden.se) (the official gateway to Sweden).

Concerning the more detailed conditions relating to issues between the embassy and the Ministry for Foreign Affairs, please consult the Diplomatic Portal which provides information on issues such as:

- Advice for newly arrived staff
- Notifications
- Heads of Mission (request for agrément, arrival etc.)
- Taxes, duties and import
- VAT reimbursement
- Cars
- Locally employed staff
- Respect for the local laws and regulations