



## **Article 10**

**Notification of Arrival, Departure or  
Change of Circumstances  
and  
Application/Renewal Form  
For  
Identity Card**

*Issued by:  
Protocol Division  
Department of Foreign Affairs  
Iveagh House  
79 St. Stephens Green  
Dublin 2*

This form should be used to notify the Department of Foreign Affairs of the arrival/final departure of members of the staff of diplomatic missions in Dublin, the arrival/final departure of members of their family and the arrival/final departure of private domestic employees (“private servants”) as required under article 10 of the Vienna Convention on Diplomatic Relations. The form should also be used to notify of any changes to the circumstances of a member of the mission (e.g. marriage, birth of a child, person ceasing to be a member of the household family).

**Reason for notification** *(Please mark one box)*

First Arrival		Renewal of ID card	
Change of circumstances		Termination of Functions & Departure	

**Date of arrival/  
Departure/Change**

**Name of Mission in Dublin/Employer in Dublin**

**Date of Birth** *(dd/mm/yy)*

**Full name** *(as it appears on passport)*

**Title** *(Mr / Mrs / Dr etc)*

**Designation** *(Ambassador, First Secretary, Driver etc)*

*Please provide full descriptions for all Attachés*

**Category** *(see below)*

- A – Head of Mission**
- B – Diplomatic Staff**
- C – Administrative & Technical**
- D – Service staff**
- E – Private Servant**

**Name of person being replaced** *(Categories A,B, C&D only)*

*If new position please provide details of functions*

**Position in Diplomatic List** *(Categories A and B only)*

**Address of residence**

**Name and title to be printed in Diplomatic List** *(Categories A & B)*

**Nationality / Citizenship** *(List all nationalities/citizenships held by individual)*

**Married / Single / Partner recognised by the  
Sending state** *(Civil Partnership / Unmarried Partner)*

***NB: An original passport must be presented before the ID will be issued. Photocopies are not accepted. You are required to notify Protocol Division, DFA of any change to your personal address during your posting in Ireland.***

Please  
Affix  
Recent  
Photo  
Here

I confirm that all of the details provided above are accurate and **I agree to return my ID card to the Department of Foreign Affairs on completion of my assignment. I understand the importance of immediately reporting to the Department any loss/theft of the identity card.** *Please insert signature in the box provided below*

**Members of the family forming part of the household in Ireland**

Name (as it appears on passport)	Relationship to Officer	Date of Birth	Nationality

**The section below should be completed by the Head of Mission/Deputy Head of Mission**

I have the honour to inform you of the:

	Appointment
	Termination of appointment and departure from Ireland
	Change of circumstance

of a member of the staff of the mission/private servant as indicated above.

(Signature of Head/Deputy Head of Mission)

Diplomatic Mission stamp/seal

Date: \_\_\_\_\_