

Registration Form – International Organisations

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 Stephen's Green Dublin 2 This form should be used to notify the Department of Foreign Affairs of the arrival/final departure of members of posted staff and their eligible family members at international organisations where agreements regarding certain privileges and immunities are in place. The form should also be used to notify of any changes to the circumstances of a member of posted staff at the international organisation.

Reason for notification (*Please mark one box*)

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

Name of International Organisation in Ireland

Full name (as it appears on passport)

Designation and Title

Name of person being replaced

If new position please provide details of functions

Position in Diplomatic List

After:

Name and title to be printed in Diplomat List

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.

Address of residence



Date of arrival/ Departure/Change

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Date of Birth (dd/mm/yy)

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

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

<u>The section below should be completed by the Head of Organisation/Deputy Head of Organisation</u>

I have the honour to inform you of the:

	Appointment
Termination of appointment and departure from Irela	
	Change of circumstance

of a member of the staff of the organisation as indicated above.

(Signature of Head/Deputy Head of Mission)

International Organisation stamp/seal

Date: _____