

RULES FOR THE REGISTRATION OF PERSONS ACCREDITED IN THE SLOVAK REPUBLIC AND FOR ISSUING IDENTITY CARDS

GENERAL INFORMATION

Pursuant to Article 10 of the Vienna Convention on Diplomatic Relations and Article 24 of the Vienna Convention on Consular Relations, any diplomatic missions, consular offices and international organizations accredited in the Slovak Republic shall announce the following to the Ministry of Foreign and European Affairs of the Slovak Republic:

- a) Appointment of members of a mission, their arrival and final departure or termination of their function in the mission;
- b) Arrival and final departure of any person belonging to a family of a member of a mission and eventually the fact that the person has become or has ceased to be a member of a family of member of a mission;
- c) Arrival and final departure of private service staff who are employed by members of a mission.

The date of arrival and final departure shall be explicitly stated in a Note Verbal addressed to the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic.

Based on the notification of arrival and request of a mission, the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic issues an identity card for eligible persons. **Together with a valid travel document, the identity card entitles its holder to reside in the territory of the Slovak Republic and to enter the territory of member states of the Schengen area.** Holders of the card shall, if necessary or on the request of officers of Slovak state authorities, prove their identity and authorization to reside in the territory of the Slovak Republic with their identity card.

The Ministry of Foreign and European Affairs of the Slovak Republic is the owner of the identity cards and any identity card holder is authorized to use it only for the period of his/her mission in the Slovak Republic.

A diplomatic mission shall return the identity card to the Ministry of Foreign and European Affairs of the Slovak Republic immediately after the termination of the mission of its holder and after he/she has left the territory of the Slovak Republic (with the exception of persons with visa obligations whose identity cards shall be returned by the diplomatic mission not later than 30 days after leaving the territory of the Slovak Republic).

Issuing new identity cards shall be conditioned by following the above-stated rules by the diplomatic mission.

ELIGIBLE PERSONS AND TYPES OF IDENTITY CARDS

Type “D” Identity Card is issued for:

diplomatic agents of missions – heads of diplomatic missions and members of diplomatic staff, i.e. members of the mission of diplomatic rank and their family members;

- a) consular officers and their family members;
- b) members of staff of international organizations who, pursuant to the respective regulations of international agreements, enjoy the same privileges and immunities as members of diplomatic staff of a diplomatic mission and their family members.

Type “D” Identity Card is issued for a maximum validity period of 4 years, depending on the validity of the applicant’s passport.

Required travel document:

diplomatic or similar type of travel document (“LAISSEZ-PASSER”).

Type “ATP” Identity Card is issued for:

- a) members of the administrative and technical staff of the mission assigned for service by the Ministry of Foreign Affairs of the sending state for the diplomatic mission and their family members;
- b) consular employees – persons employed in administrative or technical services of the consular office and their family members.

The “ATP” Identity Card for administrative and technical staff is issued for a maximum validity period of 4 years, depending on the validity of the applicant’s passport.

Required travel document: service passport.

Type “SP” Identity Card is issued for:

- a) members of the service staff of the diplomatic mission or consular office employed by the sending state and their family members.

Required travel document: service passport.

- b) private servants – persons employed by members of the diplomatic mission and consular office who are not employed by the sending state and are not Slovak nationals and have no permanent residence in the Slovak Republic.

Required travel document: any valid travel document recognized by the Slovak Republic.

The employer of a private servant may be a member of diplomatic staff or a member of administrative and technical staff.

The “SP” Identity Card is issued for a maximum validity period of 2 years, depending on the validity of the applicant’s passport or the term of a work contract, or the term of the mission of the employer in the Slovak Republic.

The employer of a private servant shall attach a **copy of the work contract** together with the **“Declaration of employer of a private servant”** form (see Annexes) to the application.

An adequate number of private servants for one employer is expected, pursuant to the following categories:

- head of the mission, maximum 3 private servants;
- a diplomatic employee, maximum 2 private servants;
- member of the administrative and technical staff, maximum 1 private servant.

Identity cards shall not be issued for family members of private servants.

“MO” Identity Card

Identity cards identified as “MO” for employees of international organizations, with maximum validity of 3 years, depending on the validity of the applicant’s passport/ *LAISSEZ-PASSER* or the term of the work contract, are issued to members of the staff of international organizations – officers in an international bureau or offices and their family members.

*Required travel document: service or similar type of passport (“LAISSEZ-PASSER”),
as for family members – any valid travel document recognized by the
Slovak Republic.*

“HK” Identity Card

Identity cards identified as “HK” for honorary consular officers are issued for authorized persons who are Slovak nationals or have permanent residence in the Slovak Republic and who act in the capacity of honorary consular officers.

The identity card is valid for 2 years, and for a maximum of 5 years for heads of honorary consular offices (honorary consul general, honorary vice-consul, honorary consular representative), depending on the validity of their exequatur.

CONDITIONS FOR THE ISSUANCE OF IDENTITY CARDS

Identity cards are issued by the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic based on the information contained in the Note Verbal. The Verbal Note shall be delivered within seven days after the entry of an authorized person to the territory of the Slovak Republic.

The Note Verbal shall enclose the following:

- **information on appointing** the member of a mission, stating his/her **position** and the **date of arrival** to the territory of the Slovak Republic, specifying the names and family relations of accompanying family members;

- **name and position of the predecessor** of the newly appointed mission member. In the case it is not a replacement of a predecessor, the mission shall state the **reasons for extending the staff or establishing a new position**.

The following shall be attached to the Note Verbal:

- **“Registration form”** (see Annexes) with all items completed electronically (see the “INSTRUCTIONS”), signed by the applicant, verified by the signature of the head of the mission and the stamp of the diplomatic mission;
- 1 color photo without white borders (3x3.5 cm) showing the current appearance of the applicant, **glued** at the identified place on the first page of the registration form;
- colored copies of pages of a Diplomatic Passport, Service/Official/Special Passport, or a similar passport, verified by a relevant mission department, with data on the type of the passport, personal data of the holder, passport validity and entry visa (in cases of visa obligations).

The identity card shall be issued within 4 weeks after receiving a completed application.

Identity cards shall not be issued for persons who are nationals of the Slovak Republic or have permanent residence in the territory of the Slovak Republic, with the exception of authorized persons in the position of a honorary consular officer and employees of international organization bureau or office in the Slovak Republic who are holders of the UN travel document, “LAISSEZ-PASSER” or similar document issued by the sending international organisation.

In case of visa obligations the Ministry of Foreign Affairs of a sending state or a relevant international organization shall apply for a visa at the diplomatic missions of the Slovak Republic in the particular state prior to sending a new member of the diplomatic mission, consular office or international organization. The identity card shall not be issued without a valid visa.

Identity cards shall be issued to family members living in a common household with the diplomatic mission member, unless they are nationals of the Slovak Republic and have permanent residence in the Slovak Republic.

For the purposes of issuing identity cards, the following household members of a staff member are considered to be his/her family members:

- a) husband, wife;
- b) unmarried children under the age of 21;
- c) unmarried children under the age of 30, unless they have an independent income, i.e. they are fulltime, year-round secondary or university students in the Slovak Republic (or a neighboring country) and on condition they form part of their parents’ household. Students may obtain identity cards after submitting the school confirmation of the validity of their studies until the end of the year;
- d) unmarried children dependant on the permanent care of their parents (humanitarian reasons).

Identity cards shall not be issued for family members of honorary consular officers.

VALIDITY EXTENSION, ISSUING NEW IDENTITY CARDS

Upon the expiration of an identity card, in the event of its loss, theft, damage, or any changes in some of its data, the diplomatic mission, consular office or international organization shall immediately inform the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic by Note Verbal, and shall request the issuance of a new identity card. A typewritten "**Card Replacement Form**"(see Annexes) shall be attached to the Note Verbal.

Identity card expiration, change in identity card data

A holder of the identity card is obliged to apply for the issuance of a new identity card not sooner than 90 days and not later than 30 days before its expiration; the following shall be attached to the Note Verbal:

- filled-in application form for issuing a new identity card;
- the original identity card (with the exception of applicants with visa obligations who shall return the identity card not later than 5 days after a new card has been issued);

In the case of the expiration of the original card, a new card shall be issued with validity of 2 years, depending on the validity of the applicant's passport. In the case of any change in the data in the card, a new card shall be issued with the same validity as the original card.

Until a new card has been issued, it is recommended by the Diplomatic Protocol to retain a copy of the previously issued card. Returning the original of the identity card shall not deprive its holder of diplomatic privileges and immunities.

Loss or theft of the identity card

The following shall be attached to the Note Verbal:

- filled-in application form for issuing a new identity card;
- police protocol on the report of loss or theft of the original identity card;
- color copies of the passport pages, verified by a relevant mission department, with the data on the passport type, holder's personal data, validity period of the passport and entry visa (in the case of visa obligations).

A new identity card with the validity of the original card shall be issued not later than 1 month after receiving a completed application. In the event of finding the card, it shall be returned to the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic.

Note

The Diplomatic Protocol requests that applicants exclusively **use the electronic form of the "Registration Form" and the "Card Replacement Form"**, available on the web page of the Ministry of Foreign and European Affairs of the Slovak Republic.

(http://www.mzv.sk/en/ministry/diplomatic_guide-issuance_of_identification_cards).