



**Article 10 – Notification of Arrival
and
Application Form
For
Diplomatic Identity Card**

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

Please read notes below before completing this form

Section 1 – Photograph and Signature - *This section must be completed by all applicants*

Please attach a good quality recent colour photograph. The box provided represents the size of the photograph required.

PLEASE AFFIX PHOTO HERE

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Please provide a sample of your signature. Signature must be contained within the box provided

Section 2 – Personal Details - *This section must be completed by all applicants*

Name of Mission	_____		
Title	Mr /Mrs/ Miss / Ms	Date of Birth	_____
Other (Please Specify)	_____		
First Name (s)	_____		
Surname	_____		
Place of Birth	_____	Current Nationality	_____
Date of Arrival in Ireland	_____	Nationality at Birth	_____
Address of Residence	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent	

Mother's Maiden Name	_____		

N.B. *You are required to notify Protocol Division, Department of Foreign Affairs of any change of personal address during your posting in Ireland.*

Section 3 – Posting Details - *This section is to be completed by staff employed in the mission.*

Grade and area of responsibility	_____	Date of taking up duty in Embassy	_____
Name of officer you are replacing in Embassy	_____	Date and point of arrival	_____
Location and date of last foreign posting	_____		_____
Do you currently hold a Diplomatic Identity Card issued by this Office	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		<i>If yes, please enclose the previous card for cancellation</i>	

N.B. *Diplomatic Identity Cards must be returned to Protocol Division at the end of your posting to Ireland.*

Section 4 – Staff Category - *This section is to be completed by staff employed in the mission.*

Staff Category	Head of Mission	<input type="checkbox"/>
	Counsellor	<input type="checkbox"/>
	First Secretary	<input type="checkbox"/>
	Second Secretary	<input type="checkbox"/>
	Third Secretary	<input type="checkbox"/>
	Other	<input type="checkbox"/> <i>Please Specify</i>

Section 5 - Spouses and Dependents

This section is only to be completed where the applicant is a spouse or dependent of a member of staff employed in the mission.

<i>Please indicate whether this application refers to a spouse or a dependent.</i>	Spouse	<input type="checkbox"/>
	Dependent	<input type="checkbox"/>

Please supply details of the staff member through which this application is made.

Title	Mr /Mrs/ Miss / Ms	Date of Birth	_____
Other (Please Specify)	_____		
Place of Birth	_____		
First Name	_____		
Surname	_____		
Maiden Name	_____		
Mother's Maiden Name	_____		

Notes

1 This form should only be used by one of the following:
2

- a. Diplomatic staff
- b. Spouses of Diplomatic staff
- c. Dependents of Diplomatic staff.

Dependents Diplomatic Identity Cards are restricted to applicants between the age of sixteen (16) and twenty-one (21). This can be extended to the age of twenty-five (25) where the dependent is a full time student. Where this extension is being applied for, the completed application must be accompanied by a Third Party Note to that effect.

3 Section 6 is to be signed by the Applicant.

Supporting Documents

- Diplomatic Passports must be submitted with the application.
- An original passport must be presented before ID will be issued. Photocopies are not acceptable.

For Protocol Use Only

Date Application Received (Stamp)

Identity Card Number

Serial No:

Valid Until

Passport Number & Type

Date of Issue

Passport Expiry Date

Other
