



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

Issued by  
Protocol  
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	_____		

Please indicate the category of the staff member through which this application is made.

- Staff Member Category      Head of Mission      
   Counsellor              
   First Secretary        
   Second Secretary      
   Third Secretary        
   Other                   *Please  
Specify* \_\_\_\_\_

## Section 6 – Diplomatic List Details

Position in List	after :
Name & title to be printed	

## Section 7 – Declaration

I certify that the details provided, the attached photograph and the signature on this application form are those of the applicant. I undertake to return the identity card to the Department when my appointment in Ireland is terminated. I understand the importance of immediately reporting to the Department any loss/theft of the identity card.

\_\_\_\_\_  
Signature of Applicant

Diplomatic Mission Stamp/Seal

## 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:

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Valid Until

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Passport Number & Type

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Date of Issue

Passport Expiry Date

Other

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