



**MINISTÈRE
DE L'EUROPE
ET DES AFFAIRES
ÉTRANGÈRES**

*Liberté
Égalité
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**State Protocol and
Diplomatic Events Directorate**

**Diplomatic and Consular Privileges and
Immunities Department**

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The French Ministry for Europe and Foreign Affairs – Protocol – presents its compliments to the diplomatic missions accredited in France, the international organizations headquartered or having an office in France and the permanent delegations and permanent representations to these international organizations, and has the honour to remind them of the applicable procedures for examining visa requests and compiling requests for issuance of special residence permits and certificates of appointment (this note verbale cancels and replaces note verbale no. 2019-0529036/PRO/PIDC of 4 September 2019).

Requests sent to Protocol for issuance of special residence permits and certificates of appointment must comply with the stated requirements. Otherwise, processing will be delayed, as the requests will be returned to the mission or international organization concerned for corrections or further information.

Protocol therefore reiterates the request procedure below.

1) Procedure to obtain a type “D” long-stay visa “TS PROMAE”

There are several possible scenarios:

a) for Embassies:

For holders of diplomatic, service or official passports: the Foreign Ministry of the country of the appointed official or the Embassy in the country where the official is working sends a note verbale to the French Embassy. The French Embassy which receives the request for a type “D” long-stay visa “TS PROMAE” enters the case into a computer system for examination by the French authorities: **the name of the replaced official must be stated, or if it is a new position, the reason for its creation must be given and the duties to be carried out by the official.**

For holders of ordinary passports: the Embassy of the relevant official sends a note verbale to Protocol, which will then send it to the French Embassy in the country of origin with the opinion of the French authorities. The visa applicant's full identity, the type, number and expiration date of their passport, and their telephone number, email address and place of residence (city, country) must be stated, as well as the name of the consular post where the application will be submitted (see the “Place of submission” section of the France-Visas website – <https://france-visas.gouv.fr/en/web/france-visas/place-of-submission>).

b) for international organizations:

Regardless of the type of passport held by the applicant, Protocol must be notified by note verbale of any new appointments.

For holders of ordinary passports, the visa applicant's full identity, the type, number and expiration date of their passport, and their telephone number, email address and place of residence (city, country) must be stated, as well as the name of the consular post where the application will be submitted (see the “Place of submission” section of the France-Visas website – <https://france-visas.gouv.fr/en/web/france-visas/place-of-submission>).

c) For permanent delegations and representations: the procedure described in paragraph a) applies for holders of diplomatic, service or official passports, except for delegates and permanent representatives, for whom a note verbale from

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the international organization they are attached to is required (note verbale from the protocol department or administrative department).

If the applicant holds an ordinary passport, the visa request by the permanent delegation or permanent representation in France must be made via the Protocol department or the administrative department of the international organization. The note verbale must state the visa applicant's full identity, the type, number and expiration date of their passport, their telephone number, email address and place of residence (city, country), as well as the name of the consular post where the application will be submitted. (see the "Place of submission" section of the France-Visas website – <https://france-visas.gouv.fr/en/web/france-visas/place-of-submission>).

d) for private employees: regardless of the type of passport held by private employees, it is the responsibility of the relevant Embassy or international organization to contact Protocol, enclosing with the note verbale the contract of employment signed by both parties (employer and employee), stamped by the diplomatic mission (signature and stamp), as well as a copy of the passport (see circular note verbale No. 2015-287810/PRO/PIDC of 26 March 2015).

In any case, the procedure, which requires the approval of several authorities, **takes a certain amount of time**. It is therefore vital that officials assigned to France do not book their flights until they have received their visa from the French Embassy or consulate.

2) Pre-accreditation procedure for Ambassadors, Heads of consular posts, defence attachés and deputy defence attachés

Finally, Protocol underlines that in addition to Ambassadors and Heads of consular posts who are subject to a pre-accreditation procedure, defence attachés, embassies' sectoral defence attachés (air force, navy, army or armament), and their deputies, are subject to the approval from the Ministry for the Armed Forces.

The application file for approval, to be sent to Protocol, must contain a note verbale, a copy of the passport of the appointed official, and **his fully detailed curriculum vitae (CV), including his entire career**. The note verbale must specify the rank, name and future duties of the designated agent, as well as the rank, name and duties of the replaced agent. Everything must be **written in French**.

Once the approval has been granted by the Ministry for the Armed Forces, of which the Embassy will be informed via a note verbale from Protocol, the request for the long-stay D visa "TS PROMAE" can be made to the French Embassy of the sending country.

Once in France, the special residence permit will not, however, be issued to these military personnel who have been granted pre-accreditation until they have officially presented themselves to the Ministry for the Armed Forces.

3) Applications for a special residence permit for civil servants and their family members

Applications **must** contain:

a) a note verbale, **written in French**, from the Embassy or international organization informing Protocol of the taking up of duties.

b) **Two** "Notification de Nomination et Prise de Fonctions" forms (this form is available on the website of the Ministry for Europe and Foreign Affairs – <https://www.diplomatie.gouv.fr/en/the-ministry-and-its-network/protocol> – under "USEFUL LINKS").

These forms, **completed in French**, must be signed by the staff member concerned and bear the official stamp of the mission as well as the signature and seal of the Head of Mission. They must state:

- * The title of the position **in French** (not to be confused with the official's rank);
- * The home address of the staff member and not the address of the mission (if they do not yet have a home address, it must be sent to Protocol at a later date, along with a "Changement de situation" form, stating the date of arrival in the accommodation);
- * Information regarding the staff member's family members (spouse, partner, parents, children);
- * The name of the person replaced (or, for a new position, "création de poste");

* The previous home address and previous position abroad

c) A copy of a valid passport with a copy of the long-stay D visa “TS PROMAE”, **which must be requested before arriving in France** from the relevant French Embassy or Consulate, with the stamp marking entry into French territory (stamped by the French authorities on the passport of non-EU nationals).

All officials and their family members, regardless of their rank or position, must hold this 3-month visa which then entitles them to a special residence permit (naturally, this does not apply to nationals of states not requiring a D visa “TS PROMAE”. For those holding French nationality (including dual nationals), and those residing permanently in France – see paragraph 8 below).

d) **Three recent passport photographs** compliant with French regulations (neutral expression, no head covering, no accessories in or on hair, light-coloured uniform backdrop – see attached document) for adults, to be **glued** (2 on the Notification and 1 on the individual form). and 2 recent and compliant passport photographs for minor children (1 on the Notification and 1 on the individual form). Any additional photograph should be stapled to the application and note the full name and date of birth of the person depicted.

e) an individual 137P form – which must be signed in **black felt-tip pen** within the box provided for that purpose, with the photograph glued in the appropriate space.

f) Finally, the following must be provided for the family members of the staff member, along with the “Notification d’arrivée en France d’un membre de famille” form **(2 forms for the spouse and for adult children, 1 only for minor children)**:

* A copy of the marriage certificate or civil solidarity pact (PACS) or its equivalent (a legal document signed by the two partners before a solicitor/notary or legal authority), along with a French translation;

* A copy of the birth certificate and its French translation for dependent (not working and not having started a family) **children up to the age of 21** (by descent or by full adoption) and an academic attendance certificate for children over 18 years old.

All minor children (under 18 years old in French law), whose parents are separated or divorced, or one of whose parents is not staying in France with the rest of the family, requires a certificate from the parent residing abroad authorizing their child or children to stay in France with the other parent, accompanied by a copy of the passport or national identity card of the parent not in France.

Protocol underlines that children who have undergone a simple adoption or a transfer of parental authority, and children under guardianship, cannot receive a special residence permit and come under the status of ordinary law residence.

* A copy of the birth certificate (stating parent-child relationship) of the staff member or their spouse or partner for their dependant parents or parents-in-law, along with a French translation.

g) Applications must be submitted to Protocol within no more than three months of the arrival of the staff member and their dependants in France, failing which the persons concerned will come under the status of ordinary law residence.

4) Creation of a position

Protocol underlines that all new positions must be justified and the duties carried out by the staff member must be specified.

5) End of duties and full closure of the predecessor’s case

New arrivals’ applications can only be processed if their predecessor’s case has been **fully closed**, meaning **Protocol** has received:

* A **notification of termination of duties** by note verbale and via a “Changement de situation” form, both of which stating the **exact date of the termination of duties and the planned date of departure from France**;

* The return of all special residence permits issued to both the staff member and their family members;

* The return of personal permanent airport passes;

- * Documents proving full payment of taxes and duties and the return of special registration plates for personal vehicles to the customs services;
- * Documents stating the change of status regarding private staff, including the date of termination of duties and the date of departure from France, and the return of their special residence permit.

Finally, Protocol underlines that the applications of officials working in international organizations headquartered or having an office in France and in permanent delegations and permanent representations to these international organizations **must be sent to Protocol by the Protocol Department or the administrative department of the relevant organization.**

6) Extension of special residence permits and certificates of appointment

Protocol underlines that extensions of special residence permits and certificates of appointment must be requested at the latest **two months before** the expiry date. The special residence permit or the certificate of appointment must be returned to Protocol with the “Changement de situation” form, upon which the “Prorogation” box must be ticked.

A new recent and compliant passport photograph must be provided with any extension request.

If the previous passport has expired, a copy of the new valid passport must be provided.

7) Duplicates

Protocol can issue a duplicate of a lost or stolen special residence permit or certificate of appointment upon presentation of a “Changement de situation” form and a declaration of loss or theft made at a police or gendarmerie station.

8) Situation of staff members who hold French nationality (including dual nationals) or who reside permanently in France

Naturally, there is no requirement for these civil servants to hold a long-stay D visa “TS PROMAE”. They can request from Protocol a **certificate of appointment** upon presentation of a copy of a passport or national identity card (French nationals) or of a passport and valid prefectural residence permit (foreign nationals residing permanently in France).

Protocol will issue no documents to their dependants, who are subject to ordinary law residence./.

The Ministry for Europe and Foreign Affairs – Protocol – thanks diplomatic missions, international organizations headquartered or having an office in France, and permanent delegations and permanent representations to these international organizations for their collaboration and their attention to the above and avails itself of this opportunity to renew to them the assurances of its high consideration.

Paris, 11 December 2024