

Section 1 – Notification, Accreditation and Recognition

In accordance with Article 10 of the Vienna Convention on Diplomatic Relations and Article 24 of the Vienna Convention on Consular Relations, the Office of Protocol should be notified immediately upon the arrival of any foreign government officer or employee (including domestics and family members) in the United States. If the employee is already in the United States in some other capacity, the notification should be made upon assumption of duties. Persons not holding the proper visa category for their intended employment must apply to the Bureau of Citizenship & Immigration Services for change of status through the Department of State, Visa Office.

1.1 Initial Notification

**hyperlinks to interactive forms DS-2003, DS-2004, DS-2006 and DS-2007 are located on pp 1-9 thru 1-10*

Initial notification is made on Form DS-2003 (Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer)* for diplomatic and career consular officers and their dependents, and DS-2004 (Notification of Appointment of Foreign Government Employee)* for all other foreign government employees and their accompanying family members. If more than one dependent arrives with the principal, Form DS-2007 (Notification of Dependents of Diplomatic, Consular and Foreign Government Employees (Continuation Sheet))* should be attached to the DS-2003 or DS-2004. This initial notification requirement also includes all U.S. citizens and permanent resident aliens, except honorary consular officers, who are employed by foreign missions. Honorary consular officers are notified to the Department of State on Form DS-2005 (Notification of Appointment of Honorary Consular Officer).

All information requested on the forms must be furnished, and all entries should be typed. The forms must be signed by the official being appointed and the Chief of Mission, or an official designee, and the mission seal must be affixed. Incomplete notification packages/forms will be returned to the submitting mission which will delay the processing of identification cards and other documentation.

The Department may, in certain cases, request additional information at the time of notification (such as a description of duties performed) in order to accord an individual the proper

status. Notification on DS-2004 is required for personal domestic servants upon their employment in the households of mission members.

Missions are also responsible for notifying the Department of the termination and final departure of all personnel including domestic servants or their change of employers.

1.2 Personal Identification Number

All foreign government personnel whose notification has been acknowledged by the Department of State are assigned a personal identification number (PID). PID numbers appear on all identification cards and on the principal's acceptance letter.

The computerized records of the Department of State are utilized by Protocol, Office of Foreign Missions, Visa Office, and Host Country Section of the U.S. Mission to the United Nations staffs when providing services to members of the foreign mission community. To facilitate the processing of requests from the missions, whenever possible the PID number should be included on all correspondence and requests for services directed to these offices so that an individual's information may be accessed more quickly.

1.3 Agreement and Presentation of Credentials

The Department of State's Office of Protocol (Protocol) will furnish detailed instructions whenever it is necessary to request *agreement* for a new ambassador and will provide information concerning presentation of credentials.

1.4 Rules Applicable Only to Diplomatic Mission Personnel

The accreditation of diplomats and the registration of staff members employed by diplomatic missions are solely at the discretion of the U.S. Department of State. The Department has established criteria which govern the accreditation of foreign diplomatic personnel and grants exceptions only in extraordinary circumstances for individuals who do not meet these criteria. In order to be eligible for accreditation as a "diplomatic agent" (and to retain such status), a person must:

- be a citizen of the sending state;
- possess a diplomatic passport or present a diplomatic note formally representing the intention of the sending government to assign diplomatic duties to that

person;

- possess a recognized diplomatic title;
- hold an A-1 nonimmigrant visa;
- be over 21 years of age;
- reside in the Washington, DC, metropolitan area;
- perform diplomatic functions on essentially a full-time basis; and
- not engage in any professional or commercial activity for personal profit while in the United States.

In order to be eligible for registration as a member of the administrative/technical or service staffs of a foreign diplomatic mission and to retain such status, nonimmigrant aliens must:

- be over 18 years of age;
- possess an A-2 or A-3 nonimmigrant visa;
- perform full-time duties with the diplomatic mission;
- not engage in any professional or commercial activity for personal profit while in the United States; and
- reside in the Washington, DC, metropolitan area.

Protocol must be informed of all changes regarding employees and family members.

The Department of State places great emphasis on the requirement that recognized foreign diplomatic personnel in the United States perform only traditional and accepted diplomatic functions. Among the individuals not considered for diplomatic accreditation are those whose duties are of an administrative and/or technical nature and those who, during their assignment in the United States, are (or will be) students

or trainees at any educational or military institution or private or government foundation. Also not generally acceptable for accreditation are those individuals who, during their assignment in the United States, have entered intergovernmental training courses or been assigned for training to private research institutions. Finally, privileges and immunities are not extended in the United States to persons assigned to temporary duty at a mission for a brief period of time (usually less than 30 days). It is recommended that the Department of State be notified of such temporary visitors because, as "official guests", they may be entitled to certain protections under U.S. domestic law.

Upon acceptance, the Department will issue a letter of official accreditation or registration.

1.5 Rules Applicable Only to Career Consular Mission Personnel

**sample DS-2003 is located on pp 1-10 thru 1-13*

The Department of State considers the submission of Form DS-2003 (Notification of Foreign Diplomatic and Career Consular Officer)* by a foreign embassy to constitute formal notification of the appointment of career consular officers. Upon acceptance, the Department will issue a letter advising whether a candidate has been recognized and, if so, the effective date of official recognition. This notice constitutes the *exequatur* within the meaning of article 12(1) of the Vienna Consular Convention, and the U.S. Government issues no other formal *exequatur* document.

In order to be eligible as a career consular officer in the United States, an individual must:

- possess a consular title;
- hold an A-1 nonimmigrant visa;
- be over 21 years of age;
- reside in the area where recognition is requested;
- be a citizen of the sending state;
- perform consular functions on essentially a full-time basis at a location approved by the Department of State; and

- not engage in any professional or commercial activity for personal profit while in the United States.

In order to be eligible for registration as a member of the administrative/technical or service staffs of a career consular post and to retain such status, nonimmigrant aliens must:

- be over 18 years of age;
- possess an A-2 or A-3 nonimmigrant visa;
- perform full-time duties with the consular post;
- not engage in any professional or commercial activity for personal profit while in the United States; and
- reside in the area in which the duties are to be performed.

1.6 Miscellaneous Foreign Government Employees

**hyperlink to interactive form DS-2004 is located on p 1-9*

Miscellaneous foreign government employees are defined as representatives of foreign governments not assigned or attached to any diplomatic mission or consular post who are working in the United States on official, noncommercial business of their governments. They are, therefore, assigned to miscellaneous government offices where they hold no diplomatic or consular title and enjoy no diplomatic or consular privileges or immunities. The Department of State must be notified on Form DS-2004 (Notification of Appointment of Foreign Government Employee)* whenever miscellaneous foreign government employees are assigned to the United States for periods longer than 30 days; any such assignment will be acknowledged by letter.

1.7 Rules for Opening Honorary Consular Posts

The United States Government appreciates that consular posts headed by honorary consular officers (generally U.S. citizens or legal permanent resident aliens) provide important services both to their respective governments and to United States citizens. Nevertheless, United States Government policy requires the maintenance and establishment of consular posts headed by honorary consular officers to be supported by

documentation assuring the Department of State that meaningful consular functions will be exercised by honorary consular officers and that such consular officers come under the supervision of, and are accountable to, the governments they represent.

Requests for the recognition of consular officers and the opening and maintenance of consular posts should be made in accordance with procedures set forth in the Department's August 15, 2003 circular diplomatic note. For each request, the sending government is required to submit all of the information requested in the Attachment to that note. No action may be taken on such requests without the requisite information.

**hyperlink to interactive form DS-2005 is located on p 1-10*

Honorary consular officers are notified to the Department by Form DS-2005 (Notification of Appointment of Honorary Consular Officer)*.

1.8 Changes

**hyperlink to interactive form DS-2006 is located on p 1-10*

Missions should use Form DS-2006 (Notification of Change Identification Card Request)* to promptly inform the Department of State of any change in the status of officers or employees of the missions and their family members originally reported to Protocol such as adjustments in visa status (including admission to legal permanent resident status), changes in title, changes in name, residence, marital status, or changes in family (such as the birth or adoption of a child, the arrival of dependent family members from abroad, or the departure of any family member).

These reporting requirements are obligatory under international and domestic law to enable the Department to maintain accurate records of all foreign government personnel currently in the United States and are essential to their continued enjoyment of the rights, privileges, and immunities to which they are entitled.

1.9 Appropriate Visa Status

**a hyperlink to I-566 is located on p1-10*

Before persons can be recognized as members of an embassy or consulate, they must have the appropriate visa for such employment. Persons requiring a change in visa status in order to be recognized should complete the Form I-566 (Inter-Agency Record of Individual Requesting Change Adjustment to, or from, A or G Status; or Requesting A or G Dependent Employment Authorization)* and forward it and the appropriate notification forms to the Office of Protocol. Upon

favorable endorsement from Protocol, the I-566 may be submitted with the person's passport to the Visa Office in Washington or the responsible Bureau of Citizenship & Immigration Services office for the visa change.

1.10 Identification Cards

The Department of State issues official identification cards to eligible embassy and consular personnel and dependents entitled to immunity. There are three types of identification cards in use:

- Diplomatic,
- Consular, and
- Official (for embassy, administrative, technical, and service staff employees).

The cards are hard plastic, credit card-size documents which contain the bearer's photograph, name, title, mission, city and state, date of birth, Department of State personal identification number (PID), and expiration date on the front. On the reverse is a brief statement of the bearer's level of immunity. Missions must ensure that all eligible employees and members of their families apply for and receive official identification cards. All eligible personnel should carry their cards with them at all times.

NOTE: Identification cards are issued to eligible children when they reach 16 years of age.

Other forms of identification (including diplomatic passports containing diplomatic "A" or "G" visas, tax exemption cards, driver's licenses, and identification cards issued by the sending nation or any state or local government) are not acceptable for establishing entitlement to immunity. Also, in an emergency, police or other officials may need to call the telephone numbers found on the reverse of the identification cards (and in "Telephone Inquiries" in the Introduction of this publication).

**hyperlinks to interactive forms DS-2003, DS-2004, DS-2005, DS2006 and DS-2007 are located on pp 1-9 thru 1-10*

Requests for identification cards are made on Forms DS-2003, DS-2004, DS-2005 and DS-2007* at the time of notification for principals and dependents. Applications for renewal or replacement of identification cards should be made on Form DS-2006*. Requests for renewal should be made on the first day of the month during which the card will expire.

1.11 Family Status Justification

**hyperlink to interactive form S/CPR-05 is located on p 1-10*

In determining whether persons may be considered part of the family forming part of the household, the Department requires the submission of “Family Status Justifications”*, setting forth the dependent’s name, date of birth, visa status, relationship to the principal, residence address, marital status, and whether or not employed. In addition, the following information is required for specific situations:

- full-time Students, 21 to 23 years old --
 - the name and address of the school attended and
 - a course schedule or certified statement from the Registrar showing the period of enrollment, the number of credit hours and the anticipated graduation date;
- mentally/physically handicapped persons --
 - the name and address of the attending doctor;
 - a doctor’s certificate issued within the last 6 months that describes the nature and expected duration of the condition;
- other dependency --
 - a detailed statement of the reason(s) for dependency and
 - supporting documents, e.g., adoption papers, government travel orders, etc., that show that the sending state considers the named person to be a dependent.

1.12 Termination of Status

The status of a member of a diplomatic mission or consular post in the United States ends upon submission of a notice of termination of status, departure from the United States or notification by the Department of State to the sending nation that the United States no longer recognizes that individual as a member of the mission. The privileges and immunities of diplomatic or consular personnel who have voluntarily left the United States end with the termination of their status, except that immunity continues with respect to acts performed by

such persons in the exercise of their functions as members of a mission (as determined by U.S. courts). The privileges and immunities of individuals notified that they are no longer recognized as a member of a mission terminate after a reasonable period of time is allowed in which to leave the country following such notification (as determined on a case-by-case-basis by the United States).

** sample DS-2008 is located on pp 1-26 and 1-27*

Upon termination of a foreign government employee's assignment in the United States, the mission must immediately notify the Office of Protocol using Form DS-2008 (Notice of Termination of Diplomatic, Consular, or Foreign Government Employment)*. Copies of this form should also be submitted with the notification forms of replacements, and the mission must return all identification documents to the Department.

When a member of a mission or post is terminated, any A-3 or G-5 personal domestic employee of that person is automatically terminated. The mission should notify the Department of this on another Form DS-2008 (Notice of Termination of Diplomatic, Consular, or Foreign Government Employment). Otherwise, the mission will be held responsible for the domestic employee's presence in the United States.

State Department identification cards, license plates, driver licenses, non-driver identification cards, and tax exemption cards are the property of the U.S. Government and must be returned to the Office of Foreign Missions or Office of Protocol after a person's employment with an embassy, consulate, or international organization has been terminated. Failure to return these items is considered a violation of State Department regulations and may result in the imposition of administrative sanctions.

Forms Applicable to this Section

Office of Protocol:

DS-2003 [Notification of Appointment of Foreign Diplomatic and Career Consular Officer](#)
interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

DS-2004 [Notification of Appointment of Foreign Government Employee](#)
interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

DS-2005 [Notification of Appointment of Honorary Consular Officer](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

DS-2006 [Notification of Change Identification Card Request](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

DS-2007 [Notification of Dependents of Diplomatic, Consular and Foreign Government Employees \(continuation sheet\)](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

DS-2008 [Notice of Termination of Diplomatic, Consular or Foreign Government Employment](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

S/CPR-05 [Family Status Justifications](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

Other Agency Forms:

I-566 [Interagency Record of Request – A, G or NATO Dependent Employment Authorization or Change/Adjustment to/from A, G or NATO Status](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office

I-765 [Application for Employment Authorization](#)

interactive form in " PDF" format can be accessed here, completed on-line, and printed out for submission to your servicing OFM office