Form 3

Protocol Department, Ministry of Foreign Affairs, Copenhagen	**For Protocol Department only** CDR nr.: Opholdskort nr.: ID kort nr.: Periode:
Registration of Officials of International Organizations with office in Copenhagen	
Passport(s) and two identical new passport size photos to be forwarded	

1. Name of Mission				
2. Last Name(s)				
3. First Name(s)				
4. Date of birth	Date:	Month:	Year:	Place of Birth:
5. Nationality			Danish CPR No./Dual Nationality:	
6. Marital status				
7. Date of arrival in Denmark				
8. Date of taking up duty				
9. Duration of contract				
10. Private address				
11. Telephone No.				
12. Previously residing in Denmark	Yes ☐ No ☐ If yes, when?			
13. Category	Head of Mission ☐ – Diplomatic Staff ☐ – Administrative and Technical Staff ☐ – Service and Domestic Staff employed by the Sending State ☐ – Other Service and Domestic Staff ☐ - Locally employed staff ☐			
14. Position in the Diplomatic List	After:		Not to be listed: ☐	
15. Title			Employment level:	
16. Name of predecessor				

17. Accompanied by the following family members and domestic staff forming part of the household

Name:	Relationship:	Nationality:	Date of birth:
18. Mission's contact person	Name:	Telephone:	E-mail:

Application for Residence Card or ID Card

19. Two specimen signatures in **black ink** of the applicant **within the space provided**		

The Protocol Department must be informed by a Note Verbale of any changes in the above information and of the termination of duty and final departure of any member of the Mission. **On final departure, the ID card must be returned to the Protocol Department.**

Date: Signature of the Head of Mission:	Stamp of Mission:	**Photo of applicant** One Photo affixed One photo enclosed. Requirements for photo: Colour of high quality. Measurements min. 32x40 mm, max. 35x45 mm, from eye to tip of chin 13 mm, must show forehead and hair line