

14 March 2022

CIRCULAR NOTE

Annual request for updated information

The Ministry of Foreign Affairs of Denmark, Protocol Department, presents its compliments to all Heads of Diplomatic Missions and Consulates accredited to Denmark and to International Organisations and Other Missions resident in Copenhagen and Honorary Consulates in Denmark and has the honour to ask for the following:

In order to ensure that the Ministry of Foreign Affairs' database is up to date, the Protocol Department kindly requests the following information which will be treated with strict confidentiality:

**1) A list of persons currently affiliated with your Mission/Career consulate/
International Organisation**

The list shall include:

- a. Name.
- b. Title/function.
- c. Personnel category.
 - For Embassies, the personnel category must follow the 1961 Vienna Convention (VCDR): Diplomat, Administrative/Technical staff, Service Staff, Private Servant or Local Staff.
 - For International Organisations, the personnel categories must follow the specific host agreement.
 - For Career consulates, the personnel category must follow the 1963 Vienna Convention (VCCR): Head of Consular Post, Consular Officer, Consular Employee, etc.

**2) Emergency mobile contact information to all bilateral Diplomatic Missions,
International Organisations and Career Consulates**

3) Addresses and contact details for Ambassador's residences

4) Addresses and contact details for Honorary Consuls

To Heads of Diplomatic Missions and Consulates accredited to Denmark and International Organisations and Other Missions resident in Copenhagen and Honorary Consulates in Denmark

The information is requested in accordance with VCDR, art. 10, and VCCR, art. 24, as bilateral Diplomatic Missions and Career Consulates must notify the Protocol Department of the appointment, arrival and final departure of members of Diplomatic Missions and Career Consular posts, members of their families and Private Servants.

The Protocol Department also kindly requests diplomatic missions and career consulates to notify the Protocol Department of recruitments and other changes re locally employed staff in order to ensure the entitlement afforded in accordance with VCDR, art. 38, and VCCR, art. 71.

In accordance with the obligation in host country agreements, International Organisations must also notify the Protocol Department as soon as possible of the appointment, arrival and final departure of all Officials and other personnel categories of the organisations covered by the Host Country Agreement as well as members of their families and Private Servants. This includes locally employed staff who enjoy privileges following from the host agreements.

Further, the Protocol Department would like to take this opportunity to remind missions and organisations of the new procedures for applying for visas and residence permits applicable to all diplomats/employees from third countries posted to embassies or international organisations in Denmark. As of 1 April 2022, all diplomats and others from third countries to be posted to Denmark will need to obtain a long-term visa (D-visa) prior to entry into Denmark.

Please note that longer processing time of applications for residence permits and ID cards must be expected if applications are filled out incorrectly or lack information.

Finally, the Protocol Department kindly recalls that before departure from Denmark, residence permit cards and ID cards must be returned to the Protocol Department in accordance with 'Guide for Diplomats in Denmark': [The Protocol Department \(um.dk\)](http://um.dk)

The Ministry of Foreign Affairs of Denmark, Protocol Department, takes this opportunity to renew to all Heads of Diplomatic Missions and Consulates accredited to Denmark and to International Organisations and Other Missions resident in Copenhagen and Honorary Consulates in Denmark the assurances of its highest consideration.

Copenhagen, 14 March 2022

