



## **Registration Form – International Organisations**

### **Notification of Arrival, Departure or Change of Circumstances and Application/Renewal Form For Identity Card**

*Issued by:  
Protocol Division  
Department of Foreign Affairs  
Iveagh House  
79 St Stephen's Green  
Dublin 2*

This form should be used to notify the Department of Foreign Affairs of the arrival/final departure of members of posted staff and their eligible family members at international organisations where agreements regarding certain privileges and immunities are in place. The form should also be used to notify of any changes to the circumstances of a member of posted staff at the international organisation.

**Reason for notification** *(Please mark one box)*

First Arrival		Renewal of ID card	
Change of circumstances		Termination of Functions & Departure	

**Date of arrival/  
Departure/Change**

**Name of International Organisation in Ireland**

**Date of Birth** *(dd/mm/yy)*

**Full name** *(as it appears on passport)*

**Title** *(Mr / Ms / Dr etc)*

**Designation and Title**

**Name of person being replaced**

*If new position please provide details of functions*

**Position in Diplomatic List**

After:

**Address of residence**

**Name and title to be printed in Diplomat List**

**Nationality / Citizenship** *(List all nationalities/citizenships held by individual)*

**Married / Single / Partner recognised by the  
Sending state** *(Civil Partnership / Unmarried Partner)*

***NB: An original passport must be presented before the ID will be issued. Photocopies are not accepted. You are required to notify Protocol Division, DFA of any change to your personal address during your posting in Ireland.***



**The section below should be completed by the Head of Organisation/Deputy Head of Organisation**

I have the honour to inform you of the:

	Appointment
	Termination of appointment and departure from Ireland
	Change of circumstance

of a member of the staff of the organisation as indicated above.

(Signature of Head/Deputy Head of Mission)

International Organisation stamp/seal

Date: \_\_\_\_\_