UNITED NATIONS

ST

Secretariat

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INFORMATION CIRCULAR N° 18

Subject: Renewal of Swiss Identity Cards (Cartes de légitimation)

1. Identity cards issued by the Federal Department of Foreign Affairs in Bern to staff members of the United Nations at Geneva and to their dependants, which expire during the year 2006, must be renewed. Staff members should hand in the cards, together with the attached form and one recent good-quality passport-sized photograph of themselves and each member of their family who presently holds a card, to the administrative assistant of their Service, who will forward the requests to the Cartes de légitimation Office.

2. It should be noted that:

   a) staff members are requested to submit for renewal their card and those of their family together
   b) the name of each person should be written clearly on the back of each photograph

3. Administrative assistants should collect the cards plus photographs and send them with a covering list to Human Resources Management Service (Mr. K. Kellner, office 264-1) It will only be possible to renew the cards up to 3 months in advance of the expiry date.

4. Types of cartes de légitimation concerned for renewal: "B" – "C" – "D" – "E" and "S".

(Signed) Aminata S. **Djermakoye**
Director, Division of Administration

Renewal of Cartes de légitimation

Form to be completed by the staff member

Important
- Please attach all cards and one recent passport-sized photograph of yourself and family members who are presently holders of a card.

Staff Member

Family Name (Mr. Mrs. Miss):_____

First and other name(s):   _____

Date of birth: _____

Nationality(ies) :   _____

Marital status: Single – married – widow – divorced – separated (circle as appropriate)

Division and Section : _____

Type of appointment: _____

Grade: _____

Private address: _____

_____

Family member(s)

	Spouse	Child 1	Child 2
Last name			
First name(s)			
Date of birth			
Relationship			
Nationality (ies)			

	Child 3	Child 4	Secondary Dependant
Last name			
First name(s)			
Date of birth			
Relationship			
Nationality (ies)			

Date :_____   Signature :_____