



INFORMATION CIRCULAR N° 9

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

1. Identity cards issued by the Federal Department of Foreign Affairs in Bern to the staff members of the United Nations at Geneva and to their dependants, which expire during the year 2007, must be renewed. Staff members should hand in the cards, together with the attached form and one recent good-quality black and white passport-sized photograph (less than 3 months old) 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. No renewal can be undertaken if a card is not returned for renewal or cancellation
 - b) the family and first 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). Cards can only be renewed 3 months in advance of the expiry date.
4. Types of cartes de légitimation concerned for renewal are: "B" – "C" – "D" – "E" et "S".

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

RENEWAL OF CARTES DE LEGITIMATION

Form to be completed by the staff member

Please attach all cards and one recent black and white passport-sized photograph (less than 3 months old) 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: <i>Day:</i> _____ <i>Month:</i> _____ <i>Year:</i> _____				
Nationality(ies): _____ Do you have Swiss Nationality?* <u>Yes</u> <u>No</u>				
Marital status*: <u>Single</u> <u>Married</u> <u>Widow/er</u> <u>Divorced</u> <u>Separated</u>				
Organisation: _____ Division: _____ Section: _____				
Type of appointment*: <u>Fixed-term</u> <u>Intermediate-term</u> <u>Probationary</u> <u>Permanent</u> <u>Indefinite</u> Grade : _____				
Private address: No. _____ Chemin/Route/Rue*: _____				
Postal Code: _____ City: _____ Canton: _____ Country: _____				

(* Cross out which is not applicable)

Family members

	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: _____