



**INFORMATION CIRCULAR N° 7**

**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 2009, must be renewed. Staff members should hand in the cards, together with the attached form and one recent good-quality passport-sized photograph (EU) **less than 3 months old** of themselves and each member of their family who presently hold a card, either directly to the Cartes de légitimation Office or 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
  - c) photocopies of passports for each person renewing a carte de légitimation must be attached
  - d) a photocopy of your latest "Letter of Appointment" or "Personnel Action Form (PA)" must also be attached
3. Administrative assistants who collect the cards and all required documents are to send these 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. Djermaakoye  
Director, Division of Administration

**RENEWAL OF CARTES DE LEGITIMATION (2009)**

Form to be completed by the staff member

**- Please attach all cards; one recent passport-sized photograph ( EU - less than 3 months old) with a photocopy of a valid passport of yourself and family members who are presently holders of a card and a photocopy of your latest "Letter of Appointment" or Personnel Action (PA).**

**Staff Member**

Family name (Mr.,Mrs.,Miss): \_\_\_\_\_

First and other name(s): \_\_\_\_\_

Date of birth: *Day:* \_\_\_\_\_ *Month:* \_\_\_\_\_ *Year:* \_\_\_\_\_

Nationality(ies): \_\_\_\_\_ Do you have Swiss Nationality?\* **Yes** **No**

Marital status\*: **Single** **Married** **Widow/er** **Divorced** **Separated** **Recognized Partnership**

Organisation: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_

Type of appointment\*: **Fixed-term** **Intermediate-term** **Probationary** **Permanent** **Indefinite**

Grade : \_\_\_\_\_

Private address: No. \_\_\_\_\_ Chemin/Route/Rue\*: \_\_\_\_\_

Postal Code: \_\_\_\_\_ City: \_\_\_\_\_ Canton: \_\_\_\_\_ Country: \_\_\_\_\_

At this address since: *Day:* \_\_\_\_\_ *Month:* \_\_\_\_\_ *Year:* \_\_\_\_\_

(\* circle appropriate)

**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:** \_\_\_\_\_