



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 4 OF 2022

The Department of International Relations and Cooperation of the Republic of South Africa presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to remind Foreign Missions of administrative requirements and procedures with regard to the accreditation of diplomats, their dependent family members and private servants of accredited diplomatic, consular and international organisation officials.

- The correct procedures for accreditation must be followed when submitting the application to Diplomatic Immunities and Privileges (DIAP). The forms required for the accreditation process is available on the DIRCO website using the link www.dirco.gov.za/department/diplomaticimmun.htm
- All documents and applications must be submitted in hardcopy to the main reception marked for the attention of DIAP. Deliveries to Internal Mail or dropped in the box at the Main Gate will not be processed.
- The email addresses listed below are for enquiries only, no electronic submissions of applications to these email addresses will be processed. Please ensure that the correct email address is used when submitting enquiries.
 - diapaccreditation@dirco.gov.za – Accreditation and the issuing of diplomatic identity cards.
 - diapprivileges@dirco.gov.za – Certificate A and B Customs Clearances for duty free imports, Diplomatic Properties, SARS (excluding * Vehicles VAT refunds).
 - diapsecurity@dirco.gov.za – Security related matters.
 - diaptrv@dirco.gov.za - Temporary Residence Visas (TRV).
 - diapvehicles@dirco.gov.za – * Vehicle requests including SARS vehicle related VAT refunds.
 - diapdfs@dirco.gov.za – Certificate A and B Customs Clearances for duty free purchases at licensed special shops for diplomats

- New arrivals and departures for diplomats must be announced to DIAP first. In the absence of this announcement, no South African Mission will issue a port of entry visa to any diplomat, dependent or private servant.
- Deregistration of an accredited diplomat, dependents and private servants:
 - The ID Card of the departing official must be returned **immediately** so that the official can be de-registered.
 - The vehicle of the departing official must be de-registered.
 - The passports with TRV validity of more than three months must be returned so that exit visa's can be issued.
 - In the absence of the above de-registration requirements no further applications for the Mission will be considered until the above has been complied with.

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to Diplomatic Missions and International Organisations accredited to the Republic of South Africa the assurances of its highest consideration.



PRETORIA
11 March 2022

Diplomatic Missions and International Organisations
accredited to the Republic of South Africa
PRETORIA