



## PROTOCOL CIRCULAR NO P04 OF 2015

The Department of International Relations and Cooperation (DIRCO) 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 honor of reminding all Foreign Missions of the processes and requirements when applying for Accreditation; the issuance of a Temporary Residence Visa (TRV), confirmatory letter and letters to the Department of Home Affairs (DHA).

The Accreditation and the issuance of a TRV are independent processes and **cannot** be processed parallel to each other. The simultaneous submission of applications will result in the rejection of the application for the issuance of a TRV. Missions must first apply for accreditation and the issuance of an ID card which takes **10 working days**. Once this process is completed, the Mission may then only apply for the issuance of a TRV which takes **5 working days**.

### **Requirements for Accreditation and the Issuance of the diplomatic Identity Card (ID Card) – 10 Working Days**

1. **Note Verbale** requesting for the accreditation and or issuance of ID card.
2. Submission of the completed **Accreditation forms**, which can be downloaded from the DIRCO website – [www.dirco.gov.za/state\\_protocol/diplomatic\\_immunities\\_and\\_privileges-DIAP](http://www.dirco.gov.za/state_protocol/diplomatic_immunities_and_privileges-DIAP). The ID photographs and specimen signatures should be included on the space provided. These forms must be filled in full.
3. Copy of a valid diplomatic / official passport.

4. A letter of recognition from the Foreign Ministry of the sending State is required when the spouse or children and not in possession of the diplomatic/official passport.
5. Diplomatic Identity Card Collection and Delivery Note / Receipt completed in duplicate.
6. In case of family member applying for ID card, attach a copy of valid ID card of the diplomat whose children are applying for the ID card (accreditation).

**Requirements for the issuance of the Temporary Residence Visa – 5 Working Days**

Unless otherwise requested Missions should **only** submit the documents below in application for the TRV

1. A Note Verbale requesting for the issuance of the TRV(s).
2. Original diplomatic / official passports. In the case of dependents not eligible for diplomatic or official passports the national (private passport) must be submitted which is registered at Accreditation.
3. A copy of the ID Card issued to the applicant. Where the applicant is not eligible for an ID Card, the diplomat's ID Card must be submitted.
4. Diplomatic Passport Collection and Delivery Note completed in duplicate.

**Requirements for the issuance of confirmatory letters, the following will be required – 5 Working Days:**

1. A Note Verbale requesting for the issuance of a confirmatory letter for an educational institution.

2. The passport where the TRV has been issued in.
3. Letter from the institution confirming registration.

Where dependents (spouse and children) will remain behind for the completion of study, the Mission must request for the issuance of a letter to be taken to the Department of Home Affairs for the issuance of a Study Visa. Please allow **5 Working Days** for the issuance of these letters

**The following documents will be required:**

1. A Note Verbale requesting for the issuance of a letter
2. The passport where the TRV has been issued in
3. A copy of the relevant ID Card
4. Letter from the institution confirming registration.

**Missions are further requested to take note of the following to avoid the rejection of applications:**

1. Applications should be accompanied by an original Note Verbale on the Mission's letterhead signed by the authorised signatories as per the annual specimen signature(s) submitted to DIAP.
2. Where the applicant(s) are not eligible for an ID Card, the copy of the ID card issued to the accredited diplomat must be submitted for the processing of the TRV.
3. Where the term of duty is less than six (6) months, no ID card will be issued, the term of duty must be reflected in the Note Verbale and a copy of the contract

must be attached to the application for a TRV. In this instance the Mission must ensure to inform Accreditation of the placement and should a contract be extended, inform DIRCO accordingly.

4. For the transfer of a TRV from the old passport to the new passport, both passports must be submitted. Where the old passport has been lost or stolen, an affidavit must be attached.
5. The status of a person entering on a visitor's visa employed by diplomats in the country as private servants cannot be changed by DIRCO.
6. Where the entry stamp of a person employed by a diplomat as a private servant has expired upon application, the application will be rejected.
7. Delivery and collection form for both the processes can be downloaded from DIRCO website – [www.dirco.gov.za/state protocol/diplomatic immunities and privileges - DIAP](http://www.dirco.gov.za/state_protocol/diplomatic_immunities_and_privileges).

The responsible officials in each section are listed below and may be contacted for assistance:

Accreditation			
Name	Designation	Office number	Email
Ms Ilja Kellerman	Deputy Director	012 351 0901	<a href="mailto:kellemani@dirco.gov.za">kellemani@dirco.gov.za</a>
Ms Lorraine Chauke	Assistant Director	012 351 0364	<a href="mailto:chaukel@dirco.gov.za">chaukel@dirco.gov.za</a>
Mr Jeffrey Mufhadi	Assistant Director	012 351 0437	<a href="mailto:mufhadit@dirco.gov.za">mufhadit@dirco.gov.za</a>

Temporary Residence Visas			
Name	Designation	Office number	Email
Ms Larissa Manuel	Deputy Director	012 351 1979	<a href="mailto:manuell@dirco.gov.za">manuell@dirco.gov.za</a>
Mr Morgan Dlokova	Assistant Director	012 351 0958	<a href="mailto:dlokovam@dirco.gov.za">dlokovam@dirco.gov.za</a>

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 in the Republic of South Africa the assurances of its highest consideration.



PRETORIA  
16 February 2015

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