



## **DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 08 OF 2023**

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 honour to remind Foreign Missions of administrative requirements and procedures with regard to the deregistration of diplomats, their dependent family members and the private servants.

When an accredited diplomat and members of their household accredited through DIRCO depart the Republic of South Africa permanently, the Mission must deregister each member of household. The de-registrations for the Accreditation, Temporary Residence Visas (TRV)'s and Diplomatic Vehicles are processed through different sections. Listed below are the sections and their requirements for deregistration, namely:

### **1. Accreditation:**

- 1.1. Note Verbale informing DIRCO of the departure and requesting the cancellation of accreditation
- 1.2. Original Diplomatic Identity Card must be returned.

### **2. TRVs:**

- 2.1. Note Verbale informing DIRCO of the departure and requesting the cancellation of the TRV
- 2.2. Copy of the passport used to apply for the TRV
- 2.3. Copy of the Diplomatic ID Card
- 2.4. Copy of the TRV
- 2.4. Where the TRV has a validity period more than 14 days beyond the final departure, the original passports must be submitted so that an exit visa can be issued and the existing TRV cancelled

### 3. Diplomatic Vehicles:

- 3.1. Note Verbale requesting permission to either sell or export the vehicle
- 3.2. Submit DMV 7 for the destruction of the number plate
- 3.3. Return the number plates to DIAP

Missions are reminded that the deregistration process is mandatory and that in the absence of the above de-registration 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  
7 July 2022

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