# ID cards

## Visa

If there is a visa requirement between the Republic of Slovenia and the sending State, a type D visa for accreditation purposes must be obtained in advance from a diplomatic mission or consular post of the Republic of Slovenia prior to arrival. A type D visa for the purpose of accreditation cannot be issued to persons whose subsequent accreditation with the Ministry is not possible under Slovenian law.

## Notification (accreditation)

Upon arrival in the Republic of Slovenia, the Ministry must be notified by a note verbale, no later than seven days following arrival, of the appointment, date of arrival, and assumption of duties of the members of staff and their family members who are entitled to privileges and immunities under international law. The Ministry must also be notified of any changes in the status during the accreditation in the Republic of Slovenia. A non-resident diplomatic mission shall accredit only those members of the diplomatic staff who are engaged in work directly related to relations with the Republic of Slovenia.

## Identity cards

Identity cards are public documents proving the identity and special status of the holder. For the period of accreditation, holders are exempted from the procedures for obtaining temporary residence permits under the Foreigners Act and from the obligation to register their residence in the Republic of Slovenia. A non-resident diplomatic mission may, with the Ministry's consent, accredit the head of the mission and members of the diplomatic staff only after their accreditation in the country of residence. As a general rule, the Ministry issues a diplomatic identity card to the non-resident head of the mission and up to two accredited diplomats. Card holders who are non-resident members of a diplomatic mission do not need visas to enter and stay in the Republic of Slovenia. The Ministry does not issue identity cards to family members of accredited staff of non-resident missions.

### **Application form**

Upon accreditation, the foreign mission must submit a completed application form in order for the entitled persons to be issued with an identity card. The application for the issuance of an identity card for members of the consular posts or for honorary consular officers must be submitted by the competent embassy. The application forms are available at the Ministry's website: <https://www.gov.si/drzavni-organi/ministrstva/ministrstvo-za-zunanje-in-evropske-zadeve/o-ministrstvu/direktorat-za-mednarodno-pravo-in-zascito-interesov/diplomatski-protokol/>

The Ministry will only accept applications for processing if they are filled in legibly and in full. The Ministry will return incomplete applications to the applicant for completion.

An application for an identity card for members of the mission (Form 5A) and family members (Form 5B) must include the details of the mission, the personal data of the applicant, information regarding the applicant's status, post details, the handwritten signatures of the applicant and the head of the mission, the seal of the mission and the place and date of the application.

The signature of the head of the mission certifies the accuracy of the information provided and creates an obligation to notify the Ministry within eight days of any change regarding the holder of the identity card, and to return the card to the Ministry if a reason for termination of its validity is established.

The entitled person's signature must not extend beyond the signature box. In order to digitise the signature on the card, a black ink pen must be used for signing. Children under the age of eight years do not need to sign the application form.

### **Photograph**

The identity card application form must be accompanied by a colour photograph of the applicant. The photograph must show the applicant’s true appearance, and must not be retouched, damaged or stained. It must be printed on thin glossy photographic paper sized 3.5 x 4.5 cm, and must be of appropriate quality for processing:

* The photograph must clearly show the features of the entire face from the bottom of the chin to the hairline (top of the head) and the left and right sides of the face.
* In case of a larger hair volume, hair shall be cropped in accordance with the requirements in the preceding indent.
* The face must be equally illuminated without reflections or shadows, with appropriate contrast and sharpness, reflecting natural skin tones.
* Eyes must be open and clearly visible, with no red eye effect, and not covered by hair, glasses frames or edges of lenses.
* Photographs with reflections on glasses or frames are unacceptable. Dark or tinted glasses must be removed, except for justifiable health reasons (injury to the eyes).
* Hats or head coverings are not permitted. Persons wearing head coverings as part of their traditional attire in the sending State may submit a photograph showing the face with a head covering only if the facial features are clearly visible and recognisable from the bottom of the chin to the upper edge of the forehead and from the left to the right side of the face.
* The background must be uniform (neutral grey colour is recommended) and in contrast with the face, hair and attire. If the photographed person has light-coloured hair, the background must be medium grey, and for dark-coloured hair, light grey background is appropriate. The background must be free of patterns or shadows.
* Photographs of children must not show other persons in the background; the child must be photographed with mouth closed and without toys in the vicinity of the face.

### **Attachments**

Attached to the identity card application must be a photocopy of the passport (diplomatic, official, special). The Ministry reserves the right to request the applicant to produce the original passport. The photocopy must include a page of the passport with the applicant's personal details and details of their title and post. In cases where there is a visa requirement between the sending State and the Republic of Slovenia, a copy of the entry visa (D visa) must also be attached. Non-resident applicants must also attach a copy of the identity card issued by the country of their residence to their application. Other documents required for accreditation and issuance of the card may also be requested by the Ministry.

### **Types of identity cards**

After the completed accreditation procedure, the Ministry issues diplomatic or official identity cards to staff members of foreign missions and their family members. The Ministry issues consular or official identity cards to accredited heads of consular posts and members of the consular staff, their family members and honorary consular officers.

#### **Diplomatic identity cards**

Upon accreditation, the Ministry issues blue diplomatic identity cards to the following originally entitled persons:

* Heads and members of the diplomatic staff of diplomatic missions and special missions and to their accredited family members forming part of their household
* Members of the diplomatic staff of international organisations and agencies, and of units or missions of international organisations if, under the Treaties binding on the Republic of Slovenia, they enjoy equal or similar status to that of diplomatic agents, and to their accredited family members forming part of their household

To be issued with a diplomatic identity card, a member of a diplomatic mission must hold a recognised diplomatic title and be engaged in full-time diplomatic duties on a standard rotational basis. In addition to holding the appropriate diplomatic title, the member of the diplomatic staff must possess a diplomatic passport. If the entitled person holds a diplomatic passport but does not possess the corresponding diplomatic title, the Ministry will issue an official identity card to that person.

#### **Consular identity cards**

The Ministry issues green or grey consular identity cards to the following originally entitled persons:

* Consular officers and their accredited family members forming part of their household
* Honorary consular officers

#### **Official identity cards**

The Ministry issues red official identity cards to the following entitled persons:

* Members of the administrative and technical staff of diplomatic missions, special missions, international organisations and agencies, and units or missions of international organisations if, under the Treaties binding on the Republic of Slovenia, they enjoy equal or similar status to that of members of the administrative and technical staff of diplomatic missions, and to their accredited family members forming part of their household
* Consular staff of consular posts headed by career consular officers, and to their accredited family members forming part of their household
* Members of the service staff of diplomatic missions, special missions, international organisations and agencies, and units or missions of international organisations if, under the Treaties binding on the Republic of Slovenia, they enjoy equal or similar status to that of members of the service staff of diplomatic missions

Members of the administrative, technical and service staff of a diplomatic mission or consular post must be holders of official passports of the sending State.

### **Family members**

The Ministry also issues diplomatic, consular or official identity cards to accredited family members of members of diplomatic missions, consular posts, international organisations and missions of international organisations in the Republic of Slovenia, who are part of their households in Slovenia, with the exception of family members of the service staff and of honorary consular officers.

In accordance with Article 37 of the Vienna Convention on Diplomatic Relations (1961) and Treaties to which the Republic of Slovenia is a party, family members are entitled to the same privileges and immunities as the originally entitled persons, provided that the following conditions are met:

* They reside in the same household as the originally entitled person within the Republic of Slovenia for the duration of their official posting.
* They are not citizens of the Republic of Slovenia.
* They do not hold registered permanent or temporary residence status in the Republic of Slovenia.
* They are not engaged in remunerative employment unless authorised by a bilateral agreement or by reciprocity with a sending State that is a member of the European Union, as applicable.

If all of the above conditions are met, the Ministry shall recognise the following persons as family members:

* Spouse
* Cohabitation partner or civil union partner, provided such a partnership is recognised by the sending State, upon submission of a relevant certificate attesting to the partnership and subject to reciprocity
* Unmarried child up to the age of 18 years
* Unmarried child from 18 up to 26 years of age, upon submission of a certificate confirming the status of a regular full-time student at a higher education institution in the Republic of Slovenia
* A child, irrespective of age, for whom parental rights have been extended due to a physical or mental health condition

### **Persons not entitled to an identity card**

The Ministry does not issue identity cards to the following persons:

* Members of the administrative and technical staff of non-resident diplomatic missions
* Locally engaged staff and private servants
* Family members of accredited members of non-resident diplomatic missions
* Family members of honorary consular officers
* Family members of service staff
* Adult children who do not meet the conditions for accreditation
* Extended family members (parents, grandparents, etc.)

The Ministry does not issue identity cards to private servants or members of locally engaged staff. If they are not citizens of the Republic of Slovenia or do not hold a residence permit, they are required to obtain one in accordance with the Foreigners Act.

### **Validity of identity cards**

Identity cards are issued with a validity period ranging from six months to four years, and should not exceed the validity of the passport or identity card in the resident country of the holder's accreditation. As a general rule the identity card may be renewed for one year following its expiry date. The validity of an identity card issued to a family member cannot exceed that of the originally entitled person's identity card. If a family member's passport has a shorter validity period than that of the originally entitled person's identity card, the identity card will be issued to the family member with a validity limited to the passport's expiry date. The validity of an identity card for a dependent child aged between 18 and 26 is linked to the school or academic year. Consequently, the identity card for a student in the school year in which they reach 18 years of age may be valid until 31 August of that school year, while the identity card for a full-time university student may be valid until 30 September of the current academic year.

Irrespective of its validity period, a new identity card must be applied for if there is any change to the holder's personal data, if the photograph no longer accurately reflects the holder's appearance or if the identity card has become damaged, worn or otherwise unusable.

The same requirements apply for both the reissuance of an identity card and for the initial issuance. An application for renewal must be submitted to the Ministry no earlier than one month and no later than two weeks before the identity card's expiry date. Before the new card can be delivered to the applicant, the expired identity card must be returned to the Ministry for destruction.

On the basis of the rotational nature of functions, the Ministry considers applications for the renewal of accreditation on a case-by-case basis. The maximum period of continuous accreditation for individual members of diplomatic missions and consular posts, excluding the ambassador and the head of the consular post, is limited to 10 years. Following the termination of accreditation, it is, in principle, possible to re-accredit the same person as a member of the staff of a diplomatic mission or consular post after a minimum interval of two years from the date of conclusion of their previous service. The Ministry considers applications for re-accreditation on an individual basis.

### **Personal identification number**

Once the accreditation and identity card issuance process is complete, the entitled person may request the Ministry to provide their personal identification number, which is treated as personal data in accordance with the law. The Ministry obtains this number from the relevant national authority and it may only be provided to accredited members of a mission in the Republic of Slovenia or to their family members, in person, upon their own request.

### **Certificate of Status**

At the time of first accreditation, the Ministry may issue a Certificate of Status to applicants, confirming their privileges and immunities for a period of up to one year. The Certificate is issued in cases where the applicant does not yet have a residential address, where the predecessor is still an active member of the staff of the mission, and in other similar cases. The Certificate of Status, which replaces the identity card until the latter is issued, enables the accredited person to prove their special status in administrative and other proceedings and to regulate their rights and obligations until the identity card is issued.

### **Return of identity card**

In the event of a missing, lost or stolen identity card, the Ministry must be notified by note verbale within eight days, detailing the circumstances under which the identity card was lost, went missing or was stolen. If a police report was filed at the time of the theft, it must be attached to the note verbale.

In cases where the identity card holder ceases to be in service, changes their status, the period for which the identity card was issued expires, or the conditions for the issuance of the identity card are no longer met, the identity card must be returned or forwarded to the Ministry by note verbale within eight days at the latest, accompanied by a completed Form 5C.

### **Collection of identity cards**

The collection of the identity cards for diplomatic missions, international organisations and missions of international organisations in the Republic of Slovenia takes place on Thursdays at 10:00 at the Ministry of Foreign and European Affairs, Šubičeva 10, 1000 Ljubljana, following prior notification by the Ministry. Non-resident diplomatic missions may collect their identity cards on weekdays between 8:00 and 14:00, by prior arrangement with the Ministry, at the Diplomatic Protocol, Prešernova cesta 25, 1000 Ljubljana. Telephone contact hours for accreditation procedures and related status matters are weekdays between 9:00 and 12:00 at + 386 1 478 67 42.