# Identity cards

## Notification (accreditation)

Pursuant to Article 10 of the 1961 Vienna Convention on Diplomatic Relations, Article 24 of the 1963 Vienna Convention on Consular Relations, and treaties binding on the Republic of Slovenia, diplomatic missions, international organisations and representations of international organisations in the Republic of Slovenia are obliged to notify the Ministry of Foreign and European Affairs of the Republic of Slovenia, Diplomatic Protocol, by note verbale, of the appointment, date of arrival and final departure, taking up and termination of their functions, and of any change in the status of staff members of the mission and their family members who are entitled to privileges and immunities under international law. Pursuant to Article 61 of the Foreign Affairs Act (Official Gazette of the Republic of Slovenia Nos. 113/03 – official consolidated text, 20/06 – ZNOMCMO, 76/08, 108/09, 80/10 – ZUTD, 31/15 and 30/18 – ZKZaš, hereinafter ZZZ-1), a non-resident diplomatic mission shall accredit with the Ministry of Foreign and European Affairs, Diplomatic Protocol, by note verbale, only those members of the diplomatic staff whose work directly concerns relations with the Republic of Slovenia.

## Identity cards

In accordance with the treaties binding on Slovenia, the Ministry of Foreign and European Affairs issues accredited members of diplomatic missions, international organisations and representations of international organisations in the Republic of Slovenia and their family members with diplomatic or service identity cards. Consular or service identity cards are issued to heads of consular posts, members of the consular staff, their family members and honorary consular officers.

With the consent of the Ministry of Foreign and European Affairs, a sending state may accredit to the Republic of Slovenia the head of the diplomatic mission and members of the diplomatic staff after they have been accredited to the state where the diplomatic mission has its permanent seat. The Ministry of Foreign and European Affairs issues a diplomatic identity card to the non-resident head of the mission and to a maximum of two members of the diplomatic staff whose work directly concerns relations with Slovenia.

The identity card is a public document certifying the identity and special status of the holder. Holders of the identity cards are exempted from the procedure for obtaining a temporary residence permit in accordance with the Foreigners Act (Official Gazette of the Republic of Slovenia Nos. 91/21 – official consolidated text, 95/21 – amended, 105/22 – ZZNŠPP, 48/23 and 115/23).

An identity card holder who is a non-resident member of a diplomatic mission does not require a visa for entry or stay in Slovenia.

## Validity of identity cards

Identity cards are valid for a minimum period of six (6) months and a maximum period of four (4) years and may not exceed the period of validity of the holder’s passport. After expiry, it is generally possible to extend the validity of the card for one year. A family member’s identity card is valid for up to four (4) years or until the expiry date of the principal holder’s identity card. The validity of a family member’s identity card may not exceed that of the principal holder’s identity card. If the validity of a family member’s passport is shorter than that of the principal holder’s identity card, the family member’s identity card is issued with a validity until the expiry date of the passport.

Irrespective of the validity of the card, the holder must apply for a new identity card if his/her personal details change, if the photo is no longer recognisable or if the card is damaged, worn out or otherwise unusable.

Renewal of the identity card is subject to the same conditions as when the card was first issued. Before the new identity card is delivered, the old one must be returned to the Ministry of Foreign and European Affairs for destruction. When the new member of the staff of the mission arrives, the identity card of the predecessor must be returned, otherwise the Ministry of Foreign and European Affairs will refuse to issue the new member with an identity card.

Based on the premise that the functions of members of diplomatic missions and consular posts in the Republic of Slovenia are subject to rotation, the Ministry of Foreign and European Affairs reserves the right to consider the renewal of accreditation on a case-by-case basis. The maximum continuous accreditation of individual members of diplomatic missions and consular posts, with the exception of the Ambassador, is limited to 10 years. Upon termination of accreditation, it is in principle possible for the same person to be re-accredited as a member of the staff of a diplomatic mission or consular post after a period of at least two (2) years from the date of termination of service. The Ministry of Foreign and European Affairs reserves the right to consider individual applications for re-accreditation on a case-by-case basis.

## Application form

Diplomatic missions, international organisations and representations of international organisations in the Republic of Slovenia shall submit an application form for an identity card[[1]](#footnote-1) by note verbale to the Ministry of Foreign and European Affairs, Diplomatic Protocol, within seven (7) days of the applicant's arrival in Slovenia.

All sections of the application form must be completed legibly. The Ministry of Foreign and European Affairs, Diplomatic Protocol, will only consider complete applications. Any incomplete application form will be returned to the applicant by the Ministry of Foreign and European Affairs for completion.

The application form (Form 5 A for members of the mission and Form 5 B for family members) is an A4 paper form containing information about the mission, the applicant’s personal details, status and post, the signatures of the applicant and the head of the mission, the stamp of the mission and the place and date of the application.

By signing the form, the applicant confirms its accuracy and undertakes to notify the Ministry of Foreign and European Affairs, Diplomatic Protocol, of any change in the data contained in the application or in the circumstances on which the issue is based, and to return the identity card to the Ministry of Foreign and European Affairs if there are grounds for its cancellation.

The applicant must sign within the signature box and in black ink, so that the signature can be digitally transferred to the identity card. Children under the age of eight (8) do not need to provide a signature.

The application must also include a photograph of the applicant, showing the applicant’s true appearance. The photograph must not be retouched, damaged or stained. It must be produced on thin, white, glossy photographic paper, 3.5 x 4.5 cm, of a quality suitable for further processing, and must therefore also meet the following requirements:

* 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 the case of a larger hair volume, the hair must be cropped in the photograph in accordance with the requirements set out in the previous indent;
* The face in the photograph must be evenly lit, without reflections or shadows, with appropriate contrast and sharpness, reflecting natural skin tones;
* Eyes must be open and clearly visible, without red-eye effect, and not obscured by hair, spectacle frames or lens rims;
* Photographs with reflections from glasses or frames are not acceptable. Dark or tinted glasses must be removed, except for legitimate health reasons (visible eye injury);
* The applicant must be photographed without a head covering. Persons who wear a head covering as an integral part of their clothing because of the customs of the sending state may attach a photograph of themselves wearing a head covering, provided that the face is clearly visible and identifiable from the lower edge of the chin to the upper part of the forehead and from the left to the right edge of the face,
* The background must be monochromatic and light (neutral grey is preferred) and contrast with the face, hair and clothing. A medium grey background is appropriate for light hair and a light grey background for dark hair. The background should be free of patterns or shadows;
* There should be no other people in the background of the child's photograph, the child should be photographed with his/her mouth closed and without toys too close to the face.

The application form must also include the original or a copy of the applicant's passport (diplomatic, service or special passport) for verification, and a copy of the passport page showing the applicant’s personal details, title and position. If the nationals of the sending state require a visa to enter Slovenia, the application form must include a copy of the entry visa. The application form of a non-resident applicant must include a copy of the identity card issued by the state in which the diplomatic mission has its permanent seat.

## Diplomatic identity cards

The Ministry of Foreign and European Affairs issues diplomatic identity cards (blue) to:

* Heads and members of the diplomatic staff of diplomatic and special missions, and their family members who form part of their households;
* Members of the diplomatic staff of international organisations and agencies, departments or representations of international organisations if, according to treaties binding on Slovenia, they enjoy a status equal, or similar to, that of diplomatic agents, and their family members who form part of their households.

The requirement for obtaining a diplomatic identity card is a recognised diplomatic title and the performance of diplomatic duties full-time on a regular rotational basis.

A member of the diplomatic staff must have an appropriate diplomatic title and hold a diplomatic passport. If the applicant is a holder of a diplomatic passport, but does not have an appropriate diplomatic title, the Ministry of Foreign and European Affairs will issue a service identity card.

## Consular identity cards

The Ministry of Foreign and European Affairs issues consular identity cards (green or grey) to:

* Consular officers and their family members forming part of their households;
* Honorary consular officers.

## Service identity cards

The Ministry of Foreign and European Affairs issues service identity cards (red) to:

* Members of the administrative and technical staff of diplomatic missions, special missions, international organisations and agencies, departments or representations of international organisations if, according to treaties binding on Slovenia, they enjoy a status equal, or similar to, that of members of the administrative and technical staff of diplomatic missions or their family members who form part of their households;
* Consular employees at consular posts headed by career consular officers and their family members who form part of their households;
* Members of the service staff of diplomatic missions, special missions, international organisations and agencies, departments or representations of international organisations if, according to the treaties binding on Slovenia, they enjoy a status equal, or similar to, that of members of the service staff of diplomatic missions.

Members of the administrative and technical staff and members of the service staff of a diplomatic mission or consular post must hold a service passport issued by the sending state.

## Family members

The Ministry of Foreign and European Affairs issues diplomatic, consular or service identity cards to family members of the members of diplomatic missions, consular posts, international organisations and representations of international organisations in the Republic of Slovenia who form part of their households, but not to family members of the members of the service staff and of honorary consular officers.

In accordance with Article 37 of the 1961 Vienna Convention on Diplomatic Relations, family members enjoy the same privileges and immunities as the principal holder, provided that the following conditions are met:

* For the duration of the accreditation, the family member concerned forms part of the principal holder’s household in Slovenia;
* The family member is not a citizen of Slovenia;
* The family member does not have permanent or temporary residence in Slovenia;
* The family member does not engage in gainful work unless this is permitted based on a bilateral agreement or reciprocity with the sending state (applies to EU member states).

If the above conditions are met, the Ministry of Foreign and European Affairs recognises the following persons as family members:

* Spouse;
* A cohabiting or same-sex partner, provided that such a union is recognised by the sending state, accompanied by an appropriate certificate attesting to the existence of such a union and subject to the condition of reciprocity;
* Unmarried child under the age of 18;
* Unmarried child aged between 18 and 26, on production of proof of full-time education in Slovenia;
* A child, irrespective of age, for whom parental rights have been extended on the grounds of mental or physical disabilities.

## Private servants

The Ministry of Foreign and European Affairs does not issue identity cards to private servants. They must obtain a permit for temporary residence in the Republic of Slovenia in accordance with the Foreigners Act (Official Gazette of the Republic of Slovenia Nos. 91/21 - official consolidated text, 95/21 – amended, 105/22 – ZZNŠPP, 48/23 and 115/23). Pursuant to Article 10(c) and (d) of the 1961 Vienna Convention on Diplomatic Relations, and Article 24(c) and (d) of the 1963 Vienna Convention on Consular Relations, diplomatic missions and consular posts are required to notify the Ministry of Foreign and European Affairs by note verbale of the arrival, departure and termination of service of private servants, as well as of their employment and dismissal in the receiving state.

## Missing, lost or stolen identity cards

Diplomatic missions, international organisations and representations of international organisations shall notify the Ministry of Foreign and European Affairs by diplomatic note within eight (8) days of a missing, lost or stolen identity card, while outlining the relevant circumstances. If a police report on the theft exists, it must be attached to the note verbale.

## Notification of departure and termination or change of function

If the identity card holder’s function with the mission has been terminated, his/her status has changed, the identity card has expired or the holder no longer fulfils other conditions for obtaining an identity card, or if the holder has been declared a persona non grata, the diplomatic mission, international organisation or the representation of an international organisation shall hand over or send the holder’s identity card to the Ministry of Foreign and European Affairs, Diplomatic Protocol, together with a completed Form 5 C, within eight (8) days.

1. All forms are available at: https://www.gov.si/drzavni-organi/ministrstva/ministrstvo-za-zunanje-zadeve/o-ministrstvu/direktorat-za-mednarodno-pravo-in-zascito-interesov/diplomatski-protokol/ [↑](#footnote-ref-1)