



SECRETARIAT

Diplomatic Protocol

ID cards

Notification (accreditation)

In accordance with the 1961 Vienna Convention on Diplomatic Relations, Article 10, and the 1963 Vienna Convention on Consular Relations, Article 24, diplomatic missions, consular posts, international organisations and representations of international organisations in the Republic of Slovenia are obliged to notify the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, by verbal note, of the appointment, dates of arrival and departure, termination of functions, and any change of status of their heads and members, as well as of the dates of arrival and departure and any change of status of their family members enjoying privileges and immunities under international law.

Pursuant to the Foreign Affairs Act, Article 61 (Official Gazette of the Republic of Slovenia nos. 113/03 – official consolidated text, 76/08, 108/09, 31/15), a nonresidential diplomatic mission shall accredit with the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, by verbal note, only those members of the mission whose work directly concerns relations with the Republic of Slovenia.

Diplomatic, consular and service identity cards

Ministry of Foreign Affairs of the Republic of Slovenia issues diplomatic or service identity cards to accredited members of diplomatic missions, international organisations and representations of international organisations in the Republic of Slovenia, and their family members.

Consular or service identity cards are issued to heads of consular posts, consular staff members, their family members, and honorary consular officers.

With the consent of the Ministry of Foreign Affairs of the Republic of Slovenia, a sending state may accredit to the Republic of Slovenia members of the diplomatic staff and the head of the diplomatic mission following their accreditation to the state in which the diplomatic mission has its permanent seat. The Ministry of Foreign Affairs issues diplomatic identity cards to the non-resident head of the mission and to a maximum of two members of the diplomatic staff of the mission, whose work directly concerns relations with the Republic of Slovenia (Foreign Affairs Act, Article 61).

The diplomatic/consular/service identity card is a public document attesting the holder's identity and special status. At the same time, it is a permit for temporary residence in the Republic of Slovenia, so that its holder is not obliged to apply for a temporary residence permit for the duration of their accreditation to the Republic of Slovenia.

An identity card holder who is a non-resident member of a diplomatic mission does not require a visa to enter or stay in the Republic of Slovenia (Foreign Affairs Act, Article 61).

Identity card validity

The diplomatic/consular/service identity card is valid for not less than three (3) months and not more than four (4) years; in any case, its validity may not exceed the period of validity of the

holder's passport. After expiry, a one-year extension of the identity card is generally possible. A family member's identity card is valid up to 4 years, or until the expiry date of the identity card of the principal holder they are accompanying. 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 applicant's identity card, the family member's identity card is valid until the expiry date of the passport.

Regardless of the card's validity, the holder must apply for a new identity card if their personal details change, if they can no longer be recognised from the photo, or if the card is damaged, worn out, or cannot be used for any other reason.

The renewal of the identity card is subject to the same conditions as the issuing of the initial identity card. Before the issue of a new identity card, the original card must be returned to the Ministry of Foreign Affairs of the Republic of Slovenia.

Upon the arrival of a new member of the mission, their predecessor's identity card must also be returned; failing that, the Ministry of Foreign Affairs of the Republic of Slovenia will refuse to issue an identity card to the new member of the mission.

Based on the premise that members of diplomatic missions and consular posts in the Republic of Slovenia are subject to rotation, the Ministry of Foreign Affairs of the Republic of Slovenia has the discretion to decide on the extension of identity card validity on a case-by-case basis.

Application form

Diplomatic missions, consular posts, international organisations, or representations of international organisation in the Republic of Slovenia shall send an identity card application form by verbal note to the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, within 7 days of the applicant's arrival to the Republic of Slovenia.

All sections of the application form must be completed legibly. The Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, will only take into consideration complete applications. Any incomplete application form will be returned to the applicant.

The application form (Form 5 for mission members and Form 5 B for family members) is in A4 paper format and contains data on the mission, the applicant's personal details, status and post, the signatures of the applicant and the head of the mission/authorised person, the stamp of the mission, and the place and date of the application.

By signing the form, the applicant confirms its accuracy and assumes the obligation to notify the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, of any changes to the data contained in the application or the circumstances serving as the base of issuing, and to return the identity card to the Ministry of Foreign Affairs if reasons for its cancellation should occur.

The application must include an enclosure – completed by the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol – that contains the applicant's signature. The entire signature must be within the signature field and written in black ink to allow digital transfer to the identity card. Children under eight (8) years of age do not need to provide a signature.

The application must also include an unretouched applicant's photo, showing their true appearance. The 3.5 x 4.5 cm photo must be in color and made on thin white glossy

photographic paper. Photos taken in a photo booth will not be accepted. The applicant must be facing forwards and looking straight at the camera, without their forehead or face covered and without any head covering. Persons who in their daily life wear a head covering as tradition demands in the sending state, may exceptionally submit a photo with their head covered; however, their face and forehead must remain uncovered.

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 containing the applicant's personal details, title and post. If the sending state nationals require a visa to enter the Republic of 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 card

The Ministry of Foreign Affairs of the Republic of Slovenia 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, agencies and 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.

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 Affairs of the Republic of Slovenia will issue a service (red) or consular (green) identity card.

Consular identity card

The Ministry of Foreign Affairs of the Republic of Slovenia issues consular identity cards (green or grey) to:

- Consular officers and their family members forming part of their households (green);
- Honorary consular officers (grey).

Service identity card

The Ministry of Foreign Affairs of the Republic of Slovenia issues service identity cards (red) to:

- Members of the administrative and technical staff of diplomatic missions, special missions, international organisations and agencies and departments or representations of international organisations if, according to treaties binding on the Republic of Slovenia, they enjoy a status equal, or similar to, that of members of the administrative and technical staff of diplomatic missions; 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 permanent missions, special missions, international organisations and agencies and departments or representations of international

organisations if, according to treaties binding on the Republic of 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 or the service staff of a diplomatic mission or consular post must hold a service passport of the sending state.

Family members

In addition to the above, the Ministry of Foreign Affairs of the Republic of Slovenia issues diplomatic, consular or service identity cards to those 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 the members' households, but not to family members of the service staff and of honorary consular officers. Family members must hold a diplomatic or service passport.

In accordance with the 1961 Vienna Convention on Diplomatic Relations, Article 37, family members enjoy privileges and immunities equal to those of the principal applicant, provided that the following conditions are fulfilled:

- For the duration of accreditation, the concerned family member forms part of the principal applicant's household in the Republic of Slovenia;
- The family member is not a citizen of the Republic of Slovenia;
- The family member does not have permanent or temporary residence in the Republic of Slovenia;
- The family member does not engage in any gainful activity, unless permitted on the basis of a bilateral agreement or reciprocity with the sending state (applies to EU member states).

If the above conditions are fulfilled, the following persons are considered as family members:

- Spouse;
- Unmarried partner or same-sex partner if the partnership is recognised by the sending state (provided a certificate of such partnership is submitted and the condition of reciprocity is met);
- Unmarried child under the age of 18;
- Unmarried child from the age of 18 to the age of 26 if proof of full-time schooling in the Republic of Slovenia is provided;
- Child, regardless of age, regarding whom the parental right was extended due to the child's mental or physical situation.

Private staff

The Ministry of Foreign Affairs of the Republic of Slovenia shall not issue identity cards to members of the private staff. They must obtain a permit for temporary residence in the Republic of Slovenia pursuant to the Aliens Act. In accordance with the 1961 Vienna Convention on Diplomatic Relations, Article 10(c) and (d), and the 1963 Vienna Convention on Consular Relations, Article 24(c) and (d), diplomatic missions and consular posts are bound to notify by verbal note the Ministry of Foreign Affairs of the Republic of Slovenia of the arrival, departure and termination of service of members of the private staff, as well as of their engagement and discharge in the receiving state.

Missing, lost or stolen identity cards

Diplomatic missions, consular posts, international organisations, or representations of international organisations must notify the Ministry of Foreign Affairs of the Republic of Slovenia by verbal note within 8 days of a missing, lost or stolen identity card, while describing the circumstances in which the identity card went missing or was lost or stolen. If a police report of the theft exists, it must be enclosed with the note.

Notification of departure and termination or change of office

In case the accreditation of the identity card holder terminates, their status changes, the identity card expires, the holder no longer meets other conditions for obtaining an identity card, or the holder is declared persona non grata, diplomatic missions, consular posts, international organisations and representations of international organisations shall submit or send, within 8 days, such holder's identity card to the Ministry of Foreign Affairs of the Republic of Slovenia, Diplomatic Protocol, enclosing a completed form 5 C.