

Pursuant to Article 62a, paragraph 6, of the Foreign Affairs Act (Official Gazette of the Republic of Slovenia No.113/03 – official consolidated text, 20/06 – Secondment of Personnel to International Civilian Missions and International Organizations Act, 76/08, 108/09, 80/10 – Labour Market Regulation Act, 31/15 and 30/18 – Consular Protection Act) the Minister of Foreign Affairs hereby issues

## **RULES** **on Diplomatic, Consular and Official Identity Cards**

### **Article 1**

These Rules shall determine:

- Types of identity cards;
- Identity card forms, identity card application forms, identity card application forms for family members, and notification of departure/termination of office;
- Obligations of and requirements for the company or organisation authorised by the Minister of Foreign Affairs to undertake procedures needed in relation to the production of identity cards; and
- Record keeping.

### **Article 2**

The terms used in these Rules shall have the following meaning:

- “Family member” is a spouse or a child under 18 years of age or a child under 26 years of age, upon presentation of a certificate that they are a regular student in the Republic of Slovenia, or a child above 18 years of age for whom parental rights have been extended (owing to physical or mental health disorder), upon presentation of appropriate documents, if the spouse or the child forms part of the originally entitled person’s household in the Republic of Slovenia. A partner who forms part of the household of the originally entitled person in the Republic of Slovenia in an extra-marital union, a registered or a non-registered civil partnership shall only be considered a family member when this type of union or partnership is recognised by the sending state;
- “Manufacturer” is a company or organisation authorised by the Minister of Foreign Affairs for the production of identity cards and related procedures;
- “Originally entitled person” is the person entitled to be issued with an identity card pursuant to these Rules with the exception of their family members;
- “Status passport” is a diplomatic, service or special passport; and

– “Foreign mission” is a diplomatic mission, an international organisation, agency or body of the European Union seated in the Republic of Slovenia and a representation of an international organisation in the Republic of Slovenia.

### **Article 3**

Types of identity cards are:

1. Diplomatic identity card (Form 1 in Annex 1, which is an integral part of these Rules);
2. Consular identity card (Form 2 in Annex 2, which is an integral part of these Rules);
3. Consular identity card for honorary consular officers (Form 3 in Annex 3, which is an integral part of these Rules);
4. Official identity card:
  - Official identity card for members of the administrative and technical staff of a foreign mission (Form 4A in Annex 4, which is an integral part of these Rules);
  - Official identity card for consular employee (Form 4B in Annex 5, which is an integral part of these Rules); and
  - Official identity card for members of the service staff (Form 4C in Annex 6, which is an integral part of these Rules).

### **Article 4**

(1) Diplomatic identity cards shall be issued to:

- Heads and members of the diplomatic staff of diplomatic missions with seat in the Republic of Slovenia;
- Heads and members of the diplomatic staff of special missions located in the Republic of Slovenia;
- Heads and members of the diplomatic staff of international organisations, agencies or bodies of the European Union with seat or representation in the Republic of Slovenia if, under the Treaties binding on the Republic of Slovenia, they enjoy equal or similar status to that of diplomatic agents; and
- Family members of persons referred to in the preceding indents who form part of their household in the Republic of Slovenia.

(2) Persons referred to in the preceding paragraph who are citizens of the Republic of Slovenia or have permanent residence in the Republic of Slovenia shall be issued with diplomatic identity cards if they enjoy privileges and immunities under international law or national law of the Republic of Slovenia.

### **Article 5**

(1) A diplomatic mission without seat in the Republic of Slovenia accredited to the Republic of Slovenia (hereinafter: non-resident diplomatic mission) may apply for diplomatic identity cards for:

- Head of diplomatic mission;
- Deputy Head of diplomatic mission;
- Diplomat who pursues activities relating to relations with the Republic of Slovenia;
- Defence, military, police or other attaché in defence and police matters.

(2) Diplomatic identity cards shall be issued to the Head and a maximum two members of the diplomatic staff of the diplomatic mission referred to in indents 2 and 3 of the preceding paragraph. Notwithstanding the preceding sentence, persons referred to in indent 4 of the preceding paragraph shall be issued with diplomatic identity cards if they perform tasks pertaining to relations with the Republic of Slovenia.

(3) Family members of persons referred to in paragraph 1 of this Article shall not be issued with diplomatic identity cards.

### **Article 6**

(1) Consular identity cards shall be issued to consular officers and their family members forming part of their household in the Republic of Slovenia.

(2) Persons referred to in the preceding paragraph who are citizens of the Republic of Slovenia or have permanent residence in the Republic of Slovenia shall be issued with consular identity cards if they enjoy privileges and immunities under international law or national law of the Republic of Slovenia.

### **Article 7**

(1) Consular identity cards for honorary consular officers shall be issued to honorary consular officers.

(2) Members of the staff in the consulate headed by an honorary consular officer and family members of the honorary consular officer shall not be issued with consular identity cards.

### **Article 8**

(1) Official identity cards shall be issued to:

- Members of the administrative and technical staff of diplomatic missions, special missions, international organisations, agencies or bodies of the European Union with seat or representation in the Republic of Slovenia 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 the consular staff of consulates headed by career consular officers;
- Members of the service staff of diplomatic missions, special missions, international organisations, agencies or bodies of the European Union with seat or representation in the Republic of Slovenia 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, and to members of the service staff of consulates headed by career consular officers; and  
– Family members of persons referred to in indent 1 of this paragraph forming part of their household in the Republic of Slovenia.

(2) Persons referred to in the preceding paragraph who are citizens of the Republic of Slovenia or have permanent residence in the Republic of Slovenia shall be issued with official identity cards if they enjoy privileges and immunities under international law or national law of the Republic of Slovenia.

### **Article 9**

(1) Application for a diplomatic, consular or official identity card for the originally entitled person shall be filed on Form 5A in Annex 7, which is an integral part of these Rules.

(2) Application for a diplomatic, consular or official identity card for a family member shall be filed on Form 5B in Annex 8, which is an integral part of these Rules.

(3) Forms annexed to these Rules must be filled out in full.

(4) By signing the application, the head of a foreign mission or consulate shall confirm the accuracy and veracity of data and undertake to notify the Ministry of Foreign Affairs (hereinafter: Ministry) within 8 days of any change relating to the identity card holder, and to return the identity card to the Ministry upon its expiry.

### **Article 10**

(1) The identity card application form must be accompanied by a colour photograph of the entitled person. The photograph must show the applicant's true appearance, and must not be retouched, damaged or stained.

(2) The photograph must be printed on thin glossy photographic paper sized 3.5 x 4.5 cm, and must be of appropriate quality for processing:

1. 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;
2. In case of a larger hair volume, hair shall be cropped in the photograph in accordance with the requirements in the preceding indent;
3. The face must be equally illuminated without reflections or shadows, with appropriate contrast and sharpness, reflecting natural skin tones;
4. Eyes must be open and clearly visible, with no red eye effect, and not covered by hair, glasses frames or edges of lenses;
5. Photographs with reflections on glasses or frames are unacceptable. Dark or tinted glasses must be removed, except for justifiable health reasons (visible injury to the eyes);
6. Hats or head coverings are not permitted. Persons wearing head coverings as part of their traditional attire in the sending country 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;

7. 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;
8. 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.

(3) Attached to the identity card application must be a photocopy of the status passport and the original status passport must be submitted for inspection. The original passport shall also be produced upon the issuance of a new identity card for reasons of extension and upon the Ministry's request at any time during the validity of the identity card.

(4) A photocopy of the regular passport shall be enclosed and the original submitted for inspection only in the case of issuing identity cards to members of international organisations, agencies or bodies of the European Union with seat or representation in the Republic of Slovenia who have not been issued with special passports by the international organisation.

## **Article 11**

(1) Identity cards shall be issued on polycarbonate cards with integrated security and protective elements.

(2) The front side shall bear an imprint of the coat of arms of the Republic of Slovenia, the European Union emblem and a guilloche pattern. The identity cards shall contain a pattern formed of the following interlinked polygons: 'quadrilateral-star', 'star-circle' and 'triangle-star'. The invisible UV security print on the top left to the centre of the identity card shall bear the motif of the constellation of Capricorn, and below in the centre of the identity card, the motif of the constellation of Cancer. The identity card shall be personalised with laser engraving, and the identification number engraved in high relief. The left margin of the identity card shall show a colour ribbon defining the colour by which the cards are distinguished. Identity cards shall be manufactured in the following colours:

- Diplomatic identity card is blue;
- Consular identity card is green;
- Consular identity card for honorary consular officers is grey; and
- Official identity card is red.

(3) The top left of the back of the identity card shall bear the motif of the constellation of Capricorn, and the right side below the motif of the constellation of Cancer. The motifs shall be connected in sequences of star transformations, changing in terms of colour on the colour scale defined on the front side of the identity card. Between the motifs of the constellations of Capricorn and Cancer there shall be an outline of Slovenia with REPUBLIC OF SLOVENIA printed in microtext. The raster outline of Slovenia shall be divided into four sections coloured in different shades of the same colour; the centre of the outline shows the geographical location of Vače. The top right side shall bear an oval multi-layered laser inscription with two motifs, a horseman (from the Vače Situla) and the card number visible alternately from different angles.

(4) The text on identity cards shall be printed in the Slovene and English languages. The information boxes on the back of the identity card in the Slovene and English languages and the text intended for the competent authorities in the Republic of Slovenia in the Slovene language only shall be done by laser engraving. The back of the identity card shall be personalised in its entirety in the same manner.

## **Article 12**

(1) The identity card forms shall meet the following standards:

- Form dimensions for the ID-1 format of card shall be in compliance with ISO 7810;
- Physical characteristics of the form shall be in compliance with ISO 7810;
- Placement of information boxes on the form shall be in compliance with ISO 7501-3, TYPE 1; and
- Graphic implementation of inscriptions on the form shall be in compliance with ISO 1831: 1980 (quality of inscriptions), ISO 3166 (emblem of the issuing state and the sending state of the holder), ISO 1073/II and ISO 1831 (OCR-B inscription).

(2) Materials for manufacturing the card form and the inscriptions on it shall be such as to guarantee the identity card's usability and to withstand normal handling by the card holder throughout its validity.

## **Article 13**

(1) The front of the identity card shall show:

1. Indication of the type of identity card;
2. Identification number of the holder;
3. Name and surname of the holder;
4. Date and place of birth of the holder;
5. Nationality of the holder;
6. Photograph of the holder;
7. Holder's signature;
8. Date of issue;
9. Date of expiry.

(2) The back of the identity card shall show:

1. Status or title of the holder;
2. Indication of mission or consulate;
3. Text in the Slovene language intended for the competent authorities of the Republic of Slovenia, differing by the type of identity card and the scope of privileges and immunities;
4. Serial number of the identity card;
5. Three lines of machine-readable data referred to in points 1, 2, 4 and 9 of the preceding paragraph and item 4 of this paragraph.

## **Article 14**

(1) Card forms shall be produced and/or supplied and personalised by the manufacturer. Relations between the manufacturer and the Ministry shall be regulated by a contract.

(2) The Ministry shall be entitled to supervise the manufacturer and inspect all the documents related to the production, personalisation and storing of card forms as well as the premises where the production, personalisation and storing take place.

## **Article 15**

(1) The manufacturer shall retrieve all the data necessary for card personalisation in digital form.

(2) The manufacturer must destroy all the data received within 30 days of their use.

(3) Manufactured identity cards shall be shipped between the Ministry and the manufacturer in accordance with the Postal Services Act (Official Gazette of the Republic of Slovenia No. 51/09, 77/10, 40/14 – Inspection Act and 81/15) or by courier service so as to guarantee the protection, safety and traceability of shipments.

#### **Article 16**

Procedures related to the manufacture, storage, personalisation and shipment preparation of identity cards must take place exclusively on the manufacturer's premises. The premises on which these procedures are carried out must be protected in compliance with the same requirements as applicable to the production of personal identity cards.

#### **Article 17**

The manufacture of identity cards must be organised in such a way as to facilitate the tracking of the number of card forms used. The manufacturer must destroy all damaged, flawed or otherwise unsatisfactory card forms, draw up a report of the destruction and send the report to the Ministry by the end of the current month.

#### **Article 18**

(1) The validity of the identity card is defined in Article 62, paragraph 1, of the Foreign Affairs Act (Official Gazette of the Republic of Slovenia No.113/03 – official consolidated text, 20/06 – Secondment of Personnel to International Civilian Missions and International Organizations Act, 76/08, 108/09, 80/10 – Labour Market Regulation Act, 31/15 and 30/18 – Consular Protection Act, hereinafter: Foreign Affairs Act). The validity of the identity card shall not exceed the validity of the holder's passport, except for holders of consular identity cards for honorary consular officers.

(2) The validity of family members identity cards shall not exceed the validity of the identity card issued to the originally entitled person.

(3) Holders of identity cards may be issued with more successive identity cards for reasons of extension of validity for a period not exceeding 10 years, except in the case of the extension of validity of identity cards issued to heads of foreign missions and consulates and members of international organisations and their representations in the Republic of Slovenia.

(4) A foreign mission or consulate may apply for a new identity card owing to the extension of its validity with a note, except in the case referred to in indent 1 of paragraph 1 of Article 19 of these Rules. In the latter case, where the personal data of the holder have changed, a new application for an identity card on Form 5A or 5B shall be submitted.

(5) An identity card holder can only be in possession of one valid identity card at a time.

#### **Article 19**

(1) A new identity card shall be issued before the date of expiry in the following cases:

- Personal data of the holder given on the card have changed;
- The photograph no longer shows the true appearance of the holder;
- The identity card has been damaged or worn out or can no longer be used for some other reason; and
- The identity card has been misplaced, lost or stolen.

(2) In the cases referred to in indents 1 through 3 of the preceding paragraph, a foreign mission or a consulate shall apply for a new identity card via a diplomatic note specifying the reasons for requiring a new identity card, and return the original identity card to the Ministry.

(3) A foreign mission shall inform the Ministry of a misplaced, lost or stolen identity card by a diplomatic note in the period of 8 days, and the Ministry shall enter the missing identity card in its records. The records shall also include a specification the circumstances in which the identity card went missing. If the identity card has been stolen, a police report shall be enclosed to the note. If the holder finds the misplaced identity card, they must return it to the Ministry.

## **Article 20**

(1) An identity card shall expire:

- Upon the expiry of its validity period;
- Upon the originally entitled person's termination of office in the Republic of Slovenia or the termination of their non-resident accreditation to the Republic of Slovenia;
- If the identity card holder's status has changed;
- If other conditions for holding the identity card are no longer met;
- If the identity card holder has been declared persona non grata;
- If a new identity card has been issued for reasons referred to in indents 1 through 3 of paragraph 1 of the preceding Article; and
- If the identity card has been misplaced, lost or stolen, as of the date of notification to the Ministry.

(2) In the cases referred to in indents 1 through 6 of the preceding paragraph, an identity card holder, foreign mission or consulate must return the identity card to the Ministry as soon as the reason for the expiry of its validity occurs.

(3) In the cases referred to in indents 2 and 5 of paragraph 1 of this Article, the identity card returned to the Ministry must be accompanied with Form 5C in Annex 9, which is an integral part of these Rules.

## **Article 21**

(1) The Ministry shall keep records of the identity cards showing personal data, of the data contained in the card applications and of the lost, misplaced, stolen, destroyed and damaged identity cards.

(2) The card applications shall also be kept by the Ministry in their physical form. The card applications serving as the basis for the issuance of identity cards shall be filed in the alphabetical order of the sending states or international organisations, agencies or bodies of the European Union and representations of international organisations.

(3) The identity card records shall be kept and stored in accordance with the Foreign Affairs Act and the regulations governing personal data protection.

## **Article 22**

Identity cards issued in accordance with these Rules shall be issued free of charge.



## TRANSITIONAL AND FINAL PROVISIONS

### **Article 23**

Identity cards issued on the basis of the Rules on Diplomatic, Consular and Official Identity Cards (Official Gazette of the Republic of Slovenia Nos. 58/05 and 75/09) shall remain valid.

### **Article 24**

On the date of the entry into force of these Rules, the Rules on Diplomatic, Consular and Official Identity Cards (Official Gazette of the Republic of Slovenia Nos. 58/05 and 75/09) shall cease to apply.

### **Article 25**

These Rules shall enter into force on the date following their publication in the Official Gazette of the Republic of Slovenia.

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Annexes:

Annex 1: Diplomatic identity card (Form 1)

Annex 2: Consular identity card (F 2)

Annex 3: Consular identity card for honorary consular officers (Form 3)

Annex 4: Official identity card for members of the administrative and technical staff of a foreign mission (Form 4A)

Annex 5: Official identity card for consular staff (Form 4B)

Annex 6: Official identity card for members of the service staff (Form 4C)

Annex 7: Application form for a diplomatic, consular or official identity card (Form 5A in the Slovene and English languages)

Annex 8: Application form for a diplomatic, consular or official identity card for family members (Form 5B in the Slovene and English languages)

Annex 9: Notification of departure/termination of office (Form 5C in the Slovene and English languages)