

 <p>U.S. Department of State</p> <p><b>NOTIFICATION OF APPOINTMENT        OF FOREIGN DIPLOMATIC OFFICER        AND CAREER CONSULAR OFFICER</b></p>	<p><b>FOR OFFICIAL USE ONLY</b></p> <p>P _____ R _____        A _____ T _____</p> <p>PID _____ Recognition Date (mm-dd-yyyy) _____</p>												
<p><b>TO: Secretary of State, Attention - Office of Protocol</b></p>	<p>2. TYPE OF OFFICER      DIPLOMATIC      CONSULAR</p> <p>   EMBASSY      MISSION TO INTERNATIONAL ORGANIZATION</p> <p>   WORLD BANK      INTERNATIONAL MONETARY FUND</p> <p>   OTHER _____</p>												
<p>1. FROM (Name of Embassy/Mission)</p>													
<p>CONTACT NAME AND TELEPHONE NO.</p>													
<p>3. FULL NAME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">(a) SURNAME (Last)</td> <td colspan="2">(b) GIVEN (First)</td> <td colspan="2">(c) MIDDLE</td> </tr> <tr> <td>(d) PREFIX OR RANK</td> <td>(e) SUFFIX</td> <td>(f) MAIDEN</td> <td colspan="2">(g) OTHER</td> <td style="text-align: center;">MALE      FEMALE</td> </tr> </table> <p>Is the correct sequence for printing name a, b, c, e?      YES      NO.      If No, give correct sequence: _____</p> <p>ABBREVIATED NAME: _____</p> <p>Please indicate how name should appear on documents (identification cards, etc.) Surname first.</p>		(a) SURNAME (Last)		(b) GIVEN (First)		(c) MIDDLE		(d) PREFIX OR RANK	(e) SUFFIX	(f) MAIDEN	(g) OTHER		MALE      FEMALE
(a) SURNAME (Last)		(b) GIVEN (First)		(c) MIDDLE									
(d) PREFIX OR RANK	(e) SUFFIX	(f) MAIDEN	(g) OTHER		MALE      FEMALE								
<p>4. CURRENT CITIZENSHIP</p>	<p>5. DATE OF BIRTH (mm-dd-yyyy)</p>												
<p>6. CITIZENSHIP AT BIRTH</p>	<p>7. PLACE OF BIRTH (City, Country)</p>												
<p>8. TYPE OF PASSPORT</p> <p>   DIPLOMATIC      OFFICIAL      REGULAR      OTHER _____</p>	<p>9. TYPE OF VISA</p> <p>   A1      A2      OTHER _____</p> <p>   G1      G2      G3      G4      (Specify type)</p>												
<p><b>ATTACH COPIES OF ENTRY/DEPARTURE FORM I-94, AND TITLE AND VISA PAGES FROM PASSPORT. STAPLE TO FORM.</b></p>													
<p>10. LAST ARRIVAL IN U.S.A. (mm-dd-yyyy)</p> <p>DATE: _____</p> <p>PORT OF ENTRY      MANNER OF ENTRY</p>	<p>11. RESIDENCE ADDRESS      TEMPORARY      PERMANENT</p> <p>   NUMBER      STREET (AVE., BLVD, PLACE, ETC.)      APT.</p> <p>   CITY      STATE      ZIP</p> <p>   TELEPHONE</p>												
<p>12. EMPLOYING OFFICE</p> <p>NAME OF OFFICE _____</p> <p>NUMBER      STREET (AVE., BLVD, PLACE, ETC.)      SUITE</p> <p>CITY      STATE      ZIP</p> <p>TELEPHONE      EXT.</p>	<p>13. DUTY OFFICE (If different from employing office)</p> <p>NAME OF OFFICE _____</p> <p>NUMBER      STREET (AVE., BLVD, PLACE, ETC.)      SUITE</p> <p>CITY      STATE      ZIP</p> <p>TELEPHONE      EXT.</p>												
<p>14. JOB TITLE</p> <p>Head of post?      YES      NO</p>	<p>15. DATE OF ENTRY ON DUTY (mm-dd-yyyy)</p>												
<p>16. EXPECTED DATE OF DEPARTURE (mm-yyyy)</p>	<p>17. NAME, TITLE AND PID (IF AVAILABLE) OF PREDECESSOR AND DATE (mm-yyyy) OF TERMINATION</p>												
<p>18. WILL OFFICER SERVE IN ANOTHER OFFICIAL CAPACITY?</p> <p>   YES      NO      If YES, give position and duty office: _____</p>	<p>19. ARE ANY IMMEDIATE FAMILY MEMBERS EMPLOYED BY A FOREIGN GOVERNMENT IN THE UNITED STATES?</p> <p>   YES      NO      If YES, give names and duty office: _____</p> <p>EACH PERSON MUST SUBMIT A SEPARATE NOTIFICATION OF APPOINTMENT.</p>												

20. ALL PREVIOUS ASSIGNMENTS WITHIN THE UNITED STATES (If not listed in item 21 below, including study and training)  
(List To/From (mm-yyyy))

21. ALL ASSIGNMENTS/POSITIONS/ACADEMIC STUDIES/OTHER ACTIVITIES WITHIN PAST FIVE YEARS (Dates, nature of activity, and location - beginning with most recent) (List To/From (mm-yyyy))

22. FAMILY MEMBERS Residing in household in the United States (Use DS-2007 continuation sheet if necessary; Staple to this form)

(a) SURNAME (Last)		(b) GIVEN (First)		(c) (Middle)	
(d) PREFIX	(e) SUFFIX	(f) MAIDEN	(g) OTHER	(h) RELATIONSHIP	MALE      FEMALE

Is the correct sequence for printing name a, b, c, e?                      YES      NO.      If No, give correct sequence: \_\_\_\_\_

ABBREVIATED  
NAME:

Please indicate how name should appear on documents (identification cards, etc.) Last name first.

DATE OF BIRTH (mm/dd/yyyy)	PLACE OF BIRTH (City, Country)	CITIZENSHIP	VISA STATUS (Attach copies)
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23. PLEASE INDICATE IF REQUESTING IDENTIFICATION CARDS FOR DEPENDENT:

YES      NO.

<p>Attach envelope with 4 recent photographs of principal, 5 for Ambassador</p> <p>2" x 2" Color</p> <p>Attach 3 photographs for spouses of diplomats, 4 for spouse of Ambassador</p> <p>Attach 2 photographs for each dependent eligible for an identification card.</p> <p>Print name and mission on back of each photo</p>	<p>Intentional provision of false information on this form violates United States law (Title 18 U.S. Code, Section 1001) and will be considered a violation of the international legal obligation of foreign missions and their personnel to respect the laws of the receiving state (Vienna Convention on Diplomatic Relations, 1961, Article 41; Vienna Convention on Consular Relations, 1963, Article 55).</p>	
	<p><b>ANY CHANGES IN THIS INFORMATION MUST BE REPORTED IMMEDIATELY TO THE OFFICE OF PROTOCOL (USE FORM DS-2006, NOTIFICATION OF CHANGE)</b></p>	
	SIGNATURE OF APPLICANT	DATE (mm-dd-yyyy)
	TYPED NAME & SIGNATURE OF CHIEF OF MISSION OR AUTHORIZED DEPUTY	DATE (mm-dd-yyyy)
<p>(Embassy Seal)</p>		

**PRIVACY ACTS and PAPERWORK REDUCTION ACT STATEMENTS**

The Privacy Act of 1974, as amended, 5 U.S.C. 552a, contains provisions regarding the maintenance, collection, use, and dissemination of information about United States citizens and aliens lawfully admitted for permanent residence in the United States. The following information is provided in accordance with subsection (e)(3) of the Privacy Act.

**AUTHORITIES:** Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e(a)).

**PURPOSE:** The principal purpose for the collection of this information is to implement various provisions of the above-cited authorities which are predicated upon acceptance by the U.S. Department of State.

**ROUTINE USES:** The principal users of this information are offices within the U.S. Department of State, including but not limited to, the Office of Protocol, the Office of Foreign Missions, and the Office of Visa Services. In response to inquiries from law enforcement agencies, the Office of Protocol may confirm status as recognized by the U.S. Department of State. Information may also be provided to other government agencies having statutory or other lawful authority to maintain such information. Certain information specifically related to the operation and activities of the Executive Council on Foreign Diplomacy or The Hospitality and Information Service (THIS) may be provided to those organizations. Names of the members of the diplomatic staff, office addresses, titles, and names of spouses are published quarterly in the Diplomatic List, U.S. Department of State Publication 10424. Names of Consular Officers, titles, and office addresses are published semiannually in Foreign Consular Offices in the United States, U.S. Department of State Publication 10277.

Submission of these forms is mandatory. Failure to provide any of the requested information may prevent acceptance and the extension of benefits to principals or family members as provided in the above-cited authorities.

\*Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320.5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.

# INSTRUCTIONS FOR COMPLETING FORM DS-2003, NOTIFICATION OF APPOINTMENT OF FOREIGN DIPLOMATIC OR CONSULAR OFFICER

## Please Read All Instructions Before Completing This Form.

This form is to be completed for all diplomatic and career consular officers of all foreign missions. All questions should be answered completely and accurately. If a question does not apply, please type N/A.

Any changes in the information provided on this form should be reported to the Office of Protocol as soon as possible using the Notification of Change, Form DS-2006.

NOTE: It is important that all information provided to the Office of Protocol and the Office of Foreign Missions be consistent. Discrepancies, such as in the spelling of the name, the residence address, date of birth, etc., may delay processing applications for identification cards, tax exemption cards, drivers licenses, and automobile registrations.

The instructions below are numbered to correspond to the numbered items on the form. PLEASE TYPE ALL ANSWERS.

- 1** Enter the name of the Embassy or Mission submitting the form. Give telephone number of office which can be contacted for further information, if necessary.
- 2** Enter an "X" in the box to indicate if the officer is a DIPLOMATIC or CONSULAR officer. Enter and "X" to indicate the type of office or mission to which the officer is assigned.
- 3** Enter the officer's full name in the order specified: (a) surname or family name; (b) first name or given name; (c) middle name; (d) prefix such as Mr., Mrs., Ms., or Miss, military rank, or title; (e) suffix, such as Jr. or Sr.; (f) maiden name, and (g) any other name used. Type "X" to indicate if male or female.  
**NOTE:** Names on identification cards will be printed: last, first, middle, in the order of a, b, c, e, on No. 3 of the form. If this is not the correct sequence for the officer's name, indicate correct sequence in the space provided. (Example: f, b, g, e). Due to space limitations it may not be possible to include all names on identification cards. In the block spaces after "Abbreviated Name" type the officer's name as it should appear on identification card, using no more than 34 spaces, and allowing spaces for commas and periods.  
**NOTE:** The abbreviated name, if used, will appear in all publications and documents issued by the U.S. Department of State.
- 4** Enter present nationality.
- 5** Enter officer's date of birth (mm-dd-yyyy).
- 6** Enter nationality at birth, even if the same as No. 4.
- 7** Enter officer's place of birth - city and country or state.
- 8** Enter "X" in box indicating type of passport.
- 9** Enter "X" in box indicating type of United States visa held in passport. Make a photocopy of the front (and back if annotated) of the Entry/Departure Form I-94, and the title and visa pages (showing name and date of birth) from the officer's passport and staple them to the back of the form. **NOTE:** If a Machine Readable Visa (MRV) has been issued, it is not necessary to submit title pages from the passport. (An MRV contains the visa holder's photo.)
- 10** Enter date (mm-dd-yyyy), of arrival in the United States, port of entry, and manner, e.g., plane, car, etc.
- 11** Enter residence address (not duty address unless actually living and working at the same location), in the United States where officer currently resides. If temporary (hotel, etc.), use Form DS-2006 to notify the Office of Protocol when officer moves to a permanent address.
- 12** Enter the name, address, and telephone number of foreign embassy, mission or post where the officer will be assigned.
- 13** Enter the name, address, and telephone number of the actual office or annex where the officer will be working, if different from No. 12.  
**NOTE:** All addresses must be street addresses, including type, e.g. Street, Ave., Blvd., etc., not post office box numbers, and must include ZIP codes and telephone area codes.
- 14** Enter title of position, e.g. Minister (Political), Attache (Agriculture), Third Secretary (Commercial), Consul General, etc. Enter "X" in box if officer is the head of a post or mission.
- 15** Enter the date (mm-dd-yyyy) officer assumed present official duties in the United States.
- 16** Enter the date (mm-yyyy), (approximate) that officer will terminate duties in the United States.
- 17** Enter name, title and Personal Identification Number (PID), if available, of the person the officer is replacing. Enter date (mm-yyyy), of termination of predecessor. If new position, so state.

**18** If officer will serve in any official capacity other than that listed, such as a dual accreditation (e.g. diplomatic and consular titles, diplomat at Embassy and O.A.S. or U.N.), enter position title and mission. **NOTE:** Separate notification will be required.

**19** If an immediate family member (spouse or dependent) is or will be employed in the United States by a foreign government or international organization, please identify and indicate position or title, relationship and where the person is working. The person must be notified separately to the Office of Protocol using the appropriate form.

**20** If not listed in item 21, enter dates (mm-yyyy), nature and place (city and state) of all previous assignments (including study and training) in the United States. List To/From Month/Year (mm-yyyy).

**21** Enter the dates (mm-yyyy), nature of employment (job title and employer), and place (city and country) of academic study or other activities for previous 5 years, starting from the most recent assignment prior to this one. List to/From--Month/Year (mm-yyyy). (**NOTE:** For Nos, 20, 21, attach additional sheet, if necessary.)

**22** Enter names of all family members residing in the household in the United States, following the same format as in NO. 3 above. Use Form DS-2007 for additional names. Give date of birth (mm-dd-yyyy), place of birth, (city country), current citizenship, and relationship to principle employee. Enter type of United States visa (A-1, B-2, etc.) currently held,

and attach photocopies of front (and back if annotated) of Form I-94 and the title and visa pages from each dependent's passport. **NOTE:** If a Machine Readable Visa (MRV) has been issued, it is not necessary to submit title pages from the passport. (An MRV contains the visa holder's photo.)

**23** Enter "X" in appropriate boxes for an identification card. Persons who should receive identification cards include: For diplomats (a) principals. (b) spouses (except U.S. citizens), (c) dependents (except U.S. citizens) who are unmarried children between 16 and 21 years who reside with their parents or are full-time students, or unmarried children under 23 years who are full-time students (for students between 21 and 23 attach family status justification form); **for consular officers** only the consular officer, unless the sending state and the U.S. have a bilateral agreement extending immunity to family members.

An envelope with four photographs (2" x 2") of the officer (five for Ambassador) should be affixed to the form. **NOTE:** Two additional color photographs of the spouse (three photographs for spouses of diplomats, four for spouse of Ambassador), and each dependent child over age 16 must be included for those eligible for an identification card. Photographs should have been taken within the past 12 months. Print full name and foreign mission on the back of each photo.

The officer must sign and date (mm-dd-yyyy), the form. The form must be signed and dated (mm-dd-yyyy), by the designated approving embassy official, and the official embassy seal must be affixed.

Submit forms (original and two copies) and attachments to

Office of Protocol  
U.S. Department of State  
Production Unit, State Annex 33  
3507 International Place, NW  
Washington, DC 20008-3034

ANY CHANGES IN THIS INFORMATION SHOULD BE REPORTED TO THE OFFICE OF  
PROTOCOL USING NOTIFICATION OF CHANGE, FORM DS-2006