



**Ministry for Foreign Affairs
Sweden**

Circular note 3/2014

The Ministry for Foreign Affairs presents its compliments to their Excellencies the Heads of Diplomatic Missions, Career Consular Posts and International Organisations in Sweden.

It is vital for the Protocol Department to have up to date information on missions in Stockholm to be able to fulfil the obligation to ensure security and to provide appropriate service to the Diplomatic Corps.

The Protocol Departments would therefore kindly ask their Excellencies the Heads of Diplomatic Missions, Career Consular Post and International Organisations of the following information.

Firstly, contact information (e-mail address, regular and/or cell phone number) to staff members responsible for the following subject areas:

- Security matters (to be contacted in cases of emergency)
- Consular/visa issues
- Notification matters (ID cards, residence permits etc.)
- Privileges (value added tax, purchase of cars etc.)

Secondly, the address and telephone number of the residence of the Heads of Mission and Heads of Office. The purpose is for security reasons and the information will be treated in a confidential manner.

The Protocol Department also wishes to be informed on a regular basis of any changes regarding contact persons and residences when it occurs.

Information can be submitted by note verbale to the Protocol Department, or by e-mail to maja.karaulac@gov.se. It would be appreciated if this information could be submitted to the Protocol Department by 5 December 2014.

The Protocol Department would also like to underline it wishes to be swiftly notified about arrival and departure of mission staff and their family members. After departure, ID cards and residence cards should be returned.

The Ministry for Foreign Affairs avails itself of this opportunity to renew to their Excellencies the Heads of Diplomatic Missions, Career Consular Posts and International Organisations in Sweden the assurances of its highest consideration.

Stockholm, 19 November 2014