

Quick Guide

I. Registration: Form SG.5

1. Diplomatic Ranks

- Ambassador
- Minister
- Minister counsellor
- Counsellor
- First Secretary
- Second Secretary
- Third Secretary
- Attaché
- Assistant Attaché

*Please note: Adviser is not a diplomatic Rank

2. Functional Titles

- Permanent Representative
- Deputy Permanent Representative
- Press Counsellor
- Military Attaché
- Financial Officer
- Secretary
- Receptionist
- Assistant
- Driver
- Intern
- Interpreter
- Etc. ...

3. Passport Types

- Diplomatic
- Official/Service
- Regular/Ordinary

*Please remember: Private Address is not the Mission Address

II. Types of Information Updates

1. Changes

- Address
- Promotion
- Immigration status
- Functional title
- Change of name
- Extension on contract
- Phone number (PR,DPR)
- Permanent Mission Address
- Marital Status

2. Corrections

- Address
- Immigration status
- Functional title
- Name
- Relationship
- Birth date

