



# Visa for holders of a diplomatic, service or special passport taking up an official duty by a diplomatic/consular representation or permanent mission in Switzerland in 11 steps

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## 1. Who needs a visa to take up an official duty?

Non-EU/EFTA nationals living in a Nordic (Denmark, Finland, Iceland, Norway or Sweden) or a Baltic (Estonia, Latvia or Lithuania) country who do not hold a recognized and valid residence permit or a valid national visa D issued by another Schengen State at the time of planned entry into Switzerland.

Some foreign nationals do not need a visa, see step 10.

## 2. Who does not need a visa to take up an official duty?

If, at the time of the planned entry into Switzerland, a non-EU/EFTA national still has [a recognized and valid residence permit](#) or a valid national visa D issued by another Schengen State, he or she no longer needs an additional visa D issued by the Regional Consular Center in Stockholm. The person can go directly to Switzerland without authorisation. [The recognised passport](#) must be valid at least 3 months at the planned date of entry.

## 3. What document should the applicant require from his/her diplomatic/consular representation or permanent mission in order to apply for a visa?

The applicant must ask the diplomatic/consular representation or permanent mission of the sending country to issue a verbal note mentioning the personal data of the applicant (and those of family members if applicable). The verbal note must also confirm that the applicant will be entering Switzerland to take up a position, indicating which person the applicant will be replacing or, in the case of a new position, the reasons for it and attach a job description.

## 4. What supporting documents should the applicant send or bring to the Regional Consular Center in order to obtain a visa?

- 1 [National \(type D\) visa application form](#), duly filled in and signed by the applicant;
- 1 **recent passport photo** (please consult the requirements [here](#));
- Original diplomatic, service or special passport**  
The passport has to be issued within the last 10 years, with at least three months validity after the scheduled arrival and with at least 2 blank pages;
- 1 **photocopy of passport** (pages with photo, personal data and signature only)
- 1 **Original verbal note** (see step 3)

The Regional Consular Centre does not make copies of documents on behalf of the applicant. Incomplete visa application will not be accepted and returned to the applicant.

## 5. How to submit the supporting documents?

Supporting documents can be submitted by post or a courier service (DHL, Fedex, etc.) of your choice.

By post, use the following address:

Embassy of Switzerland, Regional Consular Center, Box 26143, 100 41 Stockholm

By courier service(do not select service point delivery), use the following address:

Embassy of Switzerland, Regional Consular Center, Valhallavägen 64, 114 27 Stockholm

The applicant or a third person can also submit the supporting documents directly to the Regional Consular Center, Valhallavägen 64, in Stockholm during the opening hours from Monday to Friday, between 09:00 and 12:00 ([except public holidays](#)). No appointment is required. Supporting documents **cannot** be sent by email.

**6. How much does it cost?**

The visa is issued free of charge.

**7. After receiving the supporting documents, how long will the Regional Consular Center in Stockholm need to issue the visa?**

It will take between 2 and 4 days before the passport with the affix visa will be sent back to the applicant by post (registered mail). An email sent by Postnord will inform the applicant as soon as the passport is on its way. It will take approximately 2 to 4 days for Postnord to deliver the passport back to the applicant. The Regional Consular Center is not responsible for any delays in the delivery of mail.

If the applicant or a third person bring the supporting documents and the passport to the Regional Consular Center in Stockholm the visa will usually be issued on the same day at latest 16:00. This service is not guaranteed and is subject to change. See step 5 for opening hours.

**8. The applicant received his/her passport with the entry visa. What shall he/she do next?**

The entry visa allows the holder to travel through the Schengen states and enter Switzerland during the visa validity.

The "legitimation card" to stay and work in Switzerland will be issued by the permanent Mission of Switzerland to the United Nations Office and to the other international organisations in Geneva upon notification of arrival.

**9. Is a non-EU/EFTA applicant allowed to enter Switzerland without a visa?**

A non-EU/EFTA national will not be allowed to enter Switzerland without the visa he/she applied for.

**10. Do [EU/EFTA citizens](#) as well as citizens of Australia, Brunei Darussalam, Great-Britain, Japan, Malaysia, Monaco, New Zealand, San Marino, Singapore and Vatican City need a gainful employment visa to enter Switzerland?**

These citizens do not need a visa and can go directly to Switzerland where a "legitimation card" will be issued by the Permanent Mission of Switzerland to the United Nations Office and to the other international organisations in Geneva upon notification of arrival.

**11. Which type of visa application should the applicant's spouse or child submit if they wish to join him/her in Switzerland?**

Spouse and/or child should also apply with the same supporting documents mentioned in step 4. A visa will not be required if, at the time of the planned entry into Switzerland, a non-EU/EFTA national still has [a recognized and valid residence permit](#) or a valid national visa D issued by another Schengen State.

This document is published on our website where you can access the hyperlinks:  
[www.eda.admin.ch/stockholm](http://www.eda.admin.ch/stockholm) -> Visa and entry to Switzerland -> Visa – entry to and residence in Switzerland -> National visa for a stay of more than 90 days -> Which documents I should submit with a national visa application -> Documentation to submit with a national visa application

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