





# INSTRUCTIONS FOR COMPLETING FORM DS-2004, NOTIFICATION OF APPOINTMENT OF FOREIGN GOVERNMENT EMPLOYEE

Please Read All Instructions Before Completing This Form.

This form is to be completed for all employees of foreign missions except diplomatic and consular officers. 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 immediately using the Notification of Change, Form DS-2006.

In the case of members of the administrative and technical and service staffs of embassies and consular employees and members of the service staff of consular posts, the United States does not extend privileges and immunities to persons unless documentation is provided to indicate that the sending state: (1) pays the cost of the employee's transportation to the U.S. from the employee's normal place of residence; (2) transfers the employee and his or her immediate family out of the United States within a specific time frame consistent with the sending state's transfer policy; and (3) pays the cost of the employee's transportation from the United States to the employee's normal place of residence or to the country of the employee's next assignment.

**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.

If employee is a U.S. citizen, the following items do not need to be completed; 8, 9, 10, 16, 17, 18, 20, 21, 22, (unless family member also is employed by a foreign government or international organization), or 23.

If employee is a permanent resident alien (green card holder), the following items do not need to be completed; 8, 10, 16, 17, 18, 20, 21, 22, (unless family member also is employed by a foreign government or international organization), or 23.

- 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 "X" in the box to indicate if the employee works at an embassy, consulate, miscellaneous foreign government office, or mission to an international organization, or is a personal or domestic employee of a foreign government official. For personal or domestic employee, check box corresponding to employer's status (e.g. Embassy, Consular).
- 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 employee's date of birth (mm-dd-yyyy).
- 6** Enter nationality at birth, even if the same as No. 4.
- 7** Enter employee's place of birth - city and country or
- 8** Enter "X" in box indicating type of passport, if any.\*
- 9** Enter "X" in box indicating type of United States visa held in passport, or if permanent resident, give alien registration "A" number. 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 ((mm-dd-yyyy)), of birth) from the employee's passport (alien registration card for permanent resident aliens) and staple it to the back of the first copy 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.) Does not apply to United States citizens.
- 10** Enter date (mm-dd-yyyy), of arrival in the United State, 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 employee currently resides. If temporary (hotel, etc.), use Form DS-2006 to notify the Office of Protocol when employee moves to a permanent address.

**12** Enter the name, address, and telephone number of foreign mission consulate, or office where the employee will be assigned. **NOTE:** For domestic employees, give the name, Personal Identification Number (PID), and title of the employer, and his/her complete office address.

**13** Enter the name, address, and telephone number of the actual office or annex where the employee will be working, if different from No. 12. **NOTE:** For domestic employees, give the residence address where domestic duties will be performed.

**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 person's title or position, e.g. secretary, clerk, driver, cook, etc. Do not use any diplomatic or consular title reserved for officer.

**15** Enter the date (mm-dd-yyyy), employee assumed present official duties in the United States.

**16** Enter the date (mm-yyyy), (approximate) that employee will terminate duties in the United States.\*

**17** Enter name, title and (PID), if available, of the person the employee is replacing. Enter date (mm-yyyy), of termination of predecessor. If new position, so state. (Not applicable for domestics.)\*

**18** If employee will serve in any official capacity other than that listed in No. 14, enter position title and mission. Separate notification will be required.\*

**19** If a 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 of all previous assignments (including study and training) and place (city and state) 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 eligible 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 Form I-94 or copy of Permanent Resident Alien card, 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. **For embassy A&T staff** (a) principals (who are not U.S. citizens, permanent resident aliens or determined to be "permanently resident in the U.S.), (b) spouses (except U.S. citizens, spouses of persons determined to be "permanently resident in" the U.S., and permanent resident aliens), (c) dependents of persons determined to be "permanent resident aliens and dependents of person determined to be "permanent resident in" the U.S.) 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 **A&T staff and embassy service staff**, principals (who are not U.S. citizens, permanent resident aliens or determined to be "permanently resident in" the U.S.), unless the sending state and the U.S. have entered into a bilateral agreement extending immunity to family members. Other employees and family members do not receive identification cards.\*

An envelope with two photographs (2" x 2") of the employee should be affixed to the form. **NOTE:** Two additional color photographs of the employee, spouse, 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 employee must sign and date (mm-dd-yyyy), the form. In case of domestic employees, the official employers must also sign and date 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.

\*Not required if person being registered is U.S. Citizen or Permanent Resident Alien

Submit forms (Original and one copy) and attachments to  
Office of Protocol  
U.S. Department of State  
Production Unit, State Annex 33  
3507 International Place, NW  
Washington, DC 20008-3034