

# INSTRUCTIONS FOR COMPLETING FORM DS-2008 NOTICE OF TERMINATION OF DIPLOMATIC, CONSULAR, OR FOREIGN GOVERNMENT EMPLOYMENT

## Please Read All Instructions Before Completing This Form.

This form is to be completed for the notification of termination of employment for all diplomatic and consular officers, honorary consular officers, foreign government employees, miscellaneous foreign government employees, and personal servants who have previously been notified to the Department of State. All questions should be answered completely and accurately. If a question does not apply, please type "N/A."

**NOTE:** It is important that all information provided to the Office of Protocol and the Office of Foreign Missions be consistent. Discrepancies or incomplete information could delay recognition and issuance of documents to the person's successor.


The instructions below are numbered to correspond to the numbered items on the form.

### Please type all answers.

- 1 Enter today's date (*mm-dd-yyyy*).
- 2 Enter name of embassy or mission. Give telephone number of office which can be contacted for further information, if necessary.
- 3 Enter "X" in appropriate boxes to indicate the type of personnel being terminated. First indicate if the person is an officer or member of the administrative, technical or service staff. Then indicate with "X" if the person is attached to an Embassy, Consulate or Miscellaneous office, International organization, International Organization mission or is a domestic worker.
- 4 Enter person's name as it appears on his/her notification of appointment.
- 5 Enter the Personal Identification Number (*PID*), if available, issued by the U.S. Department of State.
- 6 Enter the person's date of birth (*mm-dd-yyyy*).
- 7 Enter the person's place of birth (*city and country or state*).
- 8 Enter the official position and title of person, and the name and location of the office to which he/she was assigned. For domestic workers, give name, title, PID and address of employer.
- 9 Enter the person's original date (*mm-dd-yyyy*) of appointment to the above position.
- 10 Give effective date (*mm-dd-yyyy*) of termination.
- 11 Give the person's destination or new address.
- 12 List all documents being returned for the employee and dependents. This must include official identification cards for principal and all dependents. Enclose documents in envelope stapled to this 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 this form and attachments to

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

 U.S. Department of State <b>NOTICE OF TERMINATION OF DIPLOMATIC, CONSULAR,          OR FOREIGN GOVERNMENT EMPLOYMENT</b>		1. Date (mm-dd-yyyy)
To: <b>Secretary of State, Attention - Office of Protocol</b>	2. From (Name of Embassy/Mission)	3. Type of Personnel <input type="checkbox"/> Officer <input type="checkbox"/> Staff <input type="checkbox"/> Embassy <input type="checkbox"/> Consulate <input type="checkbox"/> Domestic <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Int'l Org. Mission
	Contact Name and Telephone Number	
4. Name (Last, First, Middle)		5. Personal Identification Number (If available)
6. Date of Birth (mm-dd-yyyy)	7. Place of Birth (City, Country)	
8. Position/Employing Office		
9. Date of Appointment (mm-dd-yyyy)		10. Date of Termination (mm-dd-yyyy)
11. Destination or New Address		
12. Enclosures (Identification cards, etc.)		
Typed Name and Signature of Chief of Mission or Authorized Deputy  <hr style="width: 60%; margin-left: 0;"/>		(Official Seal)
<b>FOR OFFICIAL USE ONLY</b>		
<b>PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS</b>		
<p>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.</p> <p><b>AUTHORITIES:</b> The information is sought pursuant to Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); and International Organizations Immunities Act (22 U.S.C. 288e (a)).</p> <p><b>PURPOSE:</b> The principal purpose for the collection of this information is to notify the U.S. Department of State of the termination of diplomatic, consular, or foreign government employees so the Department can extend proper privileges and benefits granted by the above-cited authorities which are predicated upon review and acceptance of this information by the U.S. Department of State.</p> <p><b>ROUTINE USES:</b> 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 as covered under STATE 36, Security Records. Information may also be provided to other government agencies having statutory or other lawful authority to maintain such information. Names of the members of 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 semi-annually in Foreign Consular Offices in the United States, U.S. Department of State Publication 10277.</p> <p><b>DISCLOSURE:</b> Providing this information is mandatory. Failure to provide the information requested on this form may prevent acceptance and the extension of benefits to principals or family members as provided in the above-cited authorities.</p>		
<p>*Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: M/OFM, 3507 International Place NW, Washington, DC 20008.</p>		