

**INSTRUCTIONS FOR COMPLETING FORM DS-2003,  
NOTIFICATION OF APPOINTMENT OF FOREIGN DIPLOMATIC  
OR CONSULAR OFFICER**

**Please read all instructions before completing this form.**

This form is to be completed for all diplomatic and career consular officers of all foreign missions. 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 as soon as possible using the Notification of Change, Form DS-2006.

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.

- 1** Enter the name of the Embassy or Mission submitting the form.  
Give telephone number and email address of office which can be contacted for further information, if necessary.
- 2** Enter an "X" in the box to indicate if the officer is a DIPLOMATIC or CONSULAR officer. Enter and "X" to indicate the type of office or mission to which the officer is assigned.
- 3** Enter the officer's full name in the order specified: (a) surname; (b) given name; (c) prefix such as Mr., Mrs., Ms., or Miss, military rank, or title; (d) suffix, such as Jr. or Sr.; (e) maiden name. Type "X" to indicate if male or female.
- 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 officer's date of birth (*mm-dd-yyyy*).
- 6** Enter nationality at birth, even if the same as No. 4.
- 7** Enter officer's place of birth - city and country or state.
- 8** Enter "X" in box indicating type of passport.
- 9** Enter "X" in box indicating type of United States visa held in passport
- 10** Enter date (*mm-dd-yyyy*), of arrival in the United States and port of entry.
- 11** Enter residence address (*not duty address unless actually living and working at the same location*), in the United States where officer currently resides. If temporary (*hotel, etc.*), use Form DS-2006 to notify the Department of State when officer moves to a permanent address.
- 12** Enter the name, address, and telephone number of foreign embassy, mission or post where the officer will be assigned.
- 13** Enter the name, address, and telephone number of the actual office or annex where the officer will be working, if different from No. 12.  
**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 title of position, e.g. Minister (*Political*), Attache (*Agriculture*), *Third Secretary (Commercial)*, Consul General, etc. Enter "X" in box if officer is the head of a post or mission or Deputy Head of Mission.
- 15** Enter the date (*mm-dd-yyyy*) officer assumed present official duties in the United States.
- 16** Enter the date (*mm-yyyy*), (*approximate*) that officer will terminate duties in the United States.
- 17** Enter name, title and Personal Identification Number (*PID*), if available, of the person the officer is replacing. Enter date (*mm-yyyy*), of termination of predecessor. If new position, so state.

- 18 If officer will serve in any official capacity other than that listed, such as a dual accreditation (*e.g. diplomatic and consular titles, diplomat at Embassy and O.A.S. or U.N.*), enter position title and mission. **NOTE:** Separate notification will be required.
- 19 If an immediate 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 and place (city and state) of all previous assignments (*including study and training*) 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 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.


- 23 Enter "X" in appropriate boxes for an identification card. Persons who should receive identification cards include: For diplomats (a) principals. (b) spouses (*except U.S. citizens*), (c) dependents (*except U.S. citizens*) 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 officer, unless the sending state and the U.S. have a bilateral agreement extending immunity to family members.

The officer must sign and date (*mm-dd-yyyy*), 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.

Submit forms and attachments to

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

ANY CHANGES IN THE INFORMATION PROVIDED ON THIS FORM SHOULD BE REPORTED AS SOON AS POSSIBLE USING NOTIFICATION OF CHANGE, FORM DS-2006.

 <p>U.S. Department of State  <b>NOTIFICATION OF APPOINTMENT        OF FOREIGN DIPLOMATIC OFFICER        AND CAREER CONSULAR OFFICER</b></p>	<p><b>FOR OFFICIAL USE ONLY</b></p> <p><input type="checkbox"/> P _____ <input type="checkbox"/> R _____</p> <p><input type="checkbox"/> A _____ <input type="checkbox"/> T _____</p> <p>PID _____ Recognition Date (mm-dd-yyyy) _____</p>								
<p><b>TO: Secretary of State, Attention - Department of State</b></p>	<p>1. From (Name of Embassy/Mission) _____</p>								
<p>2. Type of Officer <input type="checkbox"/> Diplomatic <input type="checkbox"/> Consular</p> <p><input type="checkbox"/> Embassy <input type="checkbox"/> Mission To International Organization</p> <p><input type="checkbox"/> World Bank <input type="checkbox"/> International Monetary Fund</p> <p><input type="checkbox"/> Other _____</p>									
<p>Contact Name, Telephone Number and Email Address _____</p>									
<p>3. Full Name</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">(a) Surname (Last) _____</td> <td colspan="2">(b) Given Name _____</td> </tr> <tr> <td>(c) Prefix or Rank _____</td> <td>(d) Suffix _____</td> <td>(e) Maiden _____</td> <td> <input type="checkbox"/> Male <input type="checkbox"/> Female         </td> </tr> </table>		(a) Surname (Last) _____		(b) Given Name _____		(c) Prefix or Rank _____	(d) Suffix _____	(e) Maiden _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
(a) Surname (Last) _____		(b) Given Name _____							
(c) Prefix or Rank _____	(d) Suffix _____	(e) Maiden _____	<input type="checkbox"/> Male <input type="checkbox"/> Female						
<p>4. Current Citizenship _____</p>	<p>5. Date of Birth (mm-dd-yyyy) _____</p>								
<p>6. Citizenship at Birth _____</p>	<p>7. Place of Birth (City, Country) _____</p>								
<p>8. Type of Passport</p> <p><input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Regular <input type="checkbox"/> Other _____</p>	<p>9. Type of VISA</p> <p><input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G3 <input type="checkbox"/> G4 (Specify type) _____</p>								
<p>10. Last Arrival in U.S.A.</p> <p>Date (mm-dd-yyyy) _____</p> <p>Port of Entry _____</p>	<p>11. Residence Address <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent</p> <p>Number _____ Street (Ave., Blvd., Place, Etc.) _____ Apt. _____</p> <p>City _____ State _____ Zip _____</p> <p>Telephone _____</p>								
<p>12. Employing Office</p> <p>Name of Office _____</p> <p>Number _____ Street (Ave., Blvd., Place, Etc.) _____ Suite _____</p> <p>City _____ State _____ Zip _____</p> <p>Telephone _____ Ext. _____</p>	<p>13. Duty Office (If different from employing office)</p> <p>Name of Office _____</p> <p>Number _____ Street (Ave., Blvd., Place, Etc.) _____ Suite _____</p> <p>City _____ State _____ ZIP _____</p> <p>Telephone _____ Ext. _____</p>								
<p>14. Job Title</p> <p>Head of Mission? <input type="checkbox"/> Yes <input type="checkbox"/> No Deputy Head of Mission? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>15. Date of Entry on Duty (mm-dd-yyyy) _____</p>								
<p>16. Expected Date of Departure (mm-yyyy) _____</p>	<p>17. Name, Title and PID (If available) of Predecessor and Date (mm-yyyy) of Termination _____</p>								
<p>18. Will Officer Serve in Another Official Capacity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give position and duty office: _____</p>	<p>19. Are There Any Immediate Family Members Employed By A Foreign Government in The United States?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give names and duty office: _____</p> <p>Each person must submit a separate notification of appointment.</p>								

20. All previous assignments within the United States (If not listed in item 21 below, including study and training)  
(List To/From (mm-yyyy))

21. All assignments/positions/academic studies/other activities within past five years (Dates, nature of activity, and location - beginning with most recent) (List To/From (mm-yyyy))

22. Family Members Residing in household in the United States (Use DS-2007 continuation sheet if necessary; Staple to this form)

(a) Surname (Last)			(b) Given Name		
(c) Prefix	(d) Suffix	(e) Maiden	(f) Other	(g) Relationship	<input type="checkbox"/> Male <input type="checkbox"/> Female

Date of Birth (mm-dd-yyyy)	Place of Birth (City, Country)	Citizenship	VISA Status (Attach copies)
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23. Please indicate if requesting identification cards for dependent:  
 Yes  No

Intentional provision of false information on this form violates United States law (Title 18 U.S. Code, Section 1001) and will be considered a violation of the international legal obligation of foreign missions and their personnel to respect the laws of the receiving state (Vienna Convention on Diplomatic Relations, 1961, Article 41; Vienna Convention on Consular Relations, 1963, Article 55).	
<b>ANY CHANGES IN THIS INFORMATION MUST BE REPORTED IMMEDIATELY TO THE DEPARTMENT OF STATE (USE FORM DS-2006, NOTIFICATION OF CHANGE)</b>	
Signature of Applicant <input type="text"/>	Date (mm-dd-yyyy)
Chief of Mission or Authorized Deputy	
Signature of Chief of Mission or Authorized Deputy <input type="text"/>	Date (mm-dd-yyyy)
(Embassy Seal)	

**PRIVACY ACT and PAPERWORK REDUCTION ACT STATEMENTS**

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.

**AUTHORITIES:** 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)).

**PURPOSE:** The principal purpose for the collection of this information is to notify the U.S. Department of State of the appointment of foreign diplomatic officers or career consular officers so the Department can therefore extend various 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.

**ROUTINE USES:** 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.

**DISCLOSURE:** Providing this information is mandatory. Failure to provide the information requested on this form may prevent acceptance and the extension of benefits to

\*Public reporting burden for this collection of information is estimated to average 25 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.