



PROTOCOL CIRCULAR NO 23/2012

The Department of International Relations and Cooperation of the Republic of South Africa presents its compliments to the Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to inform Missions and International Organisations of the amendment of Circular No P12/2011 with regard to requirements pertaining for the registration of family members upon Accreditation of the diplomat.

1. Applications for **all dependants** travelling on private or national passports are to be accompanied by an original letter of recognition from the Foreign Ministry or Head Office of the International Organisation (kindly refer to the format attached).
2. Passport copies of dependents accompanying a diplomat should be submitted together with his/her application for purposes of their registration.
3. Applications that do not adhere to the above requirements will be rejected and will be returned to the Mission for compliance.

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to the Diplomatic Missions and International Organisations accredited to the Republic of South Africa the assurances of its highest consideration.

PRETORIA  
21 May 2012

**Diplomatic Missions and International Organisations  
accredited to the Republic of South Africa  
PRETORIA**



**FOREIGN MINISTRY LETTERHEAD**

The Ministry of (country)..... presents its compliments to the Department of International Relations and Cooperation of the Republic of South Africa and has the honour to inform the Department that Mr/Ms/Miss (name and surname).....is officially recognised and registered with the Foreign Ministry as a dependent of Mr/Ms (name of diplomat)..... and is residing full time in the Republic of South Africa at the same premises as Mr/Ms..... during the latter's term of duty in the Republic.

(Name and surname).....is financially dependent and enjoys full Immunities and Privileges as accorded to Mr/Ms (name of diplomat).....

**Letter to be signed by the head in charge of personnel matters at the Foreign Ministry/International Organisation**