

DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 3 OF 2025

The Department of International Relations and Cooperation (DIRCO) of the Republic of South Africa presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to refer to Diplomatic Immunities and Privileges (DIAP) Circular Note 2 of 2024 dated 19 February 2024 regarding the contact numbers for the Diplomatic Policing Unit (DPU), South African Police Service (SAPS), as well as the requirements for requesting security at diplomatic events.

Foreign Missions are reminded to follow the correct protocol and procedures when requesting the services of the DPU. Any request for the DPU must be forwarded to mogales@dirco.gov.za and copied to demetroudesj@dirco.gov.za. No requests may be sent directly to the DPU, nor to the Tshwane Metro Police Department (TMPD).

When requesting DPU services, it must be done under cover of a Note Verbale containing the name of the event, date, expected number of guests, nodal contact including the landline and mobile numbers as well as an email address for the contact. Requests for the policing of all diplomatic events hosted by the Mission must be submitted to DIAP at least 14 days in advance of the event taking place. Proper planning and allocation of logistical and human resources is needed. Short notice requests may lead to the DPU not deploying to the event.

The following contact numbers should be used by Foreign Missions whenever police assistance is needed in the event of an emergency or for the reporting of crimes related to the Mission or accredited diplomats and dependents **after hours**:

24-hour Control Room number: (012) 421-8063

24-hour mobile number: 082 778 9656

All complaints by Foreign Missions must be reported directly to the Diplomatic Policing Operational Room for immediate dispatching of patrol vehicles. This will ensure that incidents / complaints are registered and attended to immediately. Foreign Missions may not contact operational members directly as it delays reaction time due to it not being procedurally correct. All incidents / complaints must be reported to the DPU and not local police stations. Complaints from the diplomatic community are only attended to / dealt with by the DPU. After having reported the matter to the DPU after hours Foreign Missions to submit a Note Verbale to DIRCO informing of the incident.

Criminal and security incidents should not be reported to the Tshwane Metro Police Department (TMPD) as they are only responsible for by-laws enforcement, road traffic policing and crime prevention.

Requests for the policing of all high-profile visits or events, e.g. for visiting delegations, VIP's etc., to be sent to the relevant Political Desk at DIRCO for the necessary attention. These requests must also be sent well in advance as it needs to be forwarded by DIRCO to the office of the SAPS Component Head: VIP Operations for evaluation.

Foreign Missions are encouraged to put in place their own security measures at chanceries, official residences, and other diplomatic properties and to utilise said security companies for the movement of cash and other high-risk movements.

The Department wishes to further remind Foreign Missions that escort services / outriders with blue lights are only provided to specific visiting delegations, e.g. Head of State / Government, and where a threat assessment requires it. The DPU and TMPD have no authority to provide any police escorts.

Foreign Missions are requested to complete the attached **ANNEXURE A – FOREIGN MISSION CONTACT FORM**. Completed ANNEXURE A's are to be emailed to mogales@dirco.gov.za and copied to demetroudesj@dirco.gov.za. Missions are reminded of the importance of providing DIRCO with their latest After-Hours emergency numbers and to also ensure that the correct emails are registered for official communication. The forms are available on the DIRCO website, under Services, State Protocol, Circular Notes Verbales.

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

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

**PRETORIA
13 February 2025**



<p>Country / IO:</p> <p>Mission: <i>(i.e. Embassy, High Commission, Consulate General, IO)</i></p> <p>City: <i>(Pretoria, Johannesburg, Cape Town, etc.)</i></p>	<p>Annexure A – Foreign Mission Contact Form</p>
<p>Details of Ambassador / High Commissioner / Consul-General / Head of Office (International Organisation (IO)) <i>(Please complete one form for each office)</i></p>	
Name and Surname	
Office Telephone Number	
Cell-phone Number	
<p>Embassy / High Commission / Consulate-General / IO Details</p>	
Telephone Number	
Office Address	
Email Address	
Website Address	
<p>Personal Assistant to the Head of Mission</p>	
Name and Surname	
Office Telephone Number	
Cell-phone Number	
Email Address	
<p>Official Communication <i>(Larger Missions may provide more than one email address)</i></p>	
Email Address/es	
<p>After Hours Emergency Contact Number (and name where applicable)</p>	
Emergency Contact Number	
<p>Verification</p>	
<p>Initial and Surname:</p> <p>Signature:</p> <p>Date:</p> <p>_____</p> <p>Signature of Head of Mission</p>	<div data-bbox="839 1469 1414 1917" style="border: 1px solid black; width: 360px; height: 200px; margin: 0 auto;"></div> <p>Official Seal of Mission</p>