

PREPARING YOUR SEPARATION

Legitimation Card (CDL)



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Agenda

- Returning Your CDL
- Courtesy Period
- Staying in Geneva Post-Separation
- Resources
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Returning Your Legitimation Card (CDL)

Purpose of CDL for Staff Members

- The CDL is valid only for the duration of the staff member's appointment with the United Nations.
=>Exempts holders from visa requirements and allows travel through the Schengen Area for up to three months.

Protocol for Separating Staff Members

- The **Swiss Mission requires that CDLs are returned for cancellation** when the staff member separates from the Organization.
- The CDL **must be returned no later than at the expiry of the courtesy period** or, depending on the case, once the person has returned to his/her country of origin.
- **Please note:** All legitimation cards of family members must be returned at the same time as the one of the UN Staff member.



Staff from a non-Schengen Area country:

- Must leave Switzerland while their CDL is still valid and before the Courtesy Period expires.
- Required to show CDL to Swiss border police and to the foreign border police when travelling through a Schengen State to destination country.
- Must return CDL to the Swiss Mission through their International Organization or the local Swiss representation upon arrival at destination.

Courtesy Period

The Courtesy Period allows UN Staff members and their family members to retain their CDLs beyond the date of separation from service.

General Rule of Courtesy Period

- Staff members are automatically granted a 2-month courtesy period from date of separation from the Organization.
- Family members also benefit from a 2-month courtesy period.

This period allows separating staff time to:

- 1) Organize their final departure from Switzerland; **or**
- 2) Make arrangements if they decide to stay in Switzerland.

Note: Application for a residence permit must be submitted to the Swiss authorities in the canton of residence.



Holders of Type “B” or “C” Cards

Type “B” or “C” CDL holders continue to enjoy privileges and immunities during the Courtesy Period, with the **exception of customs privileges and private employees, throughout the courtesy period:**

- No longer have access to the duty-free shop;
- No longer have the right to import goods free of duty;
- Must return duty-free petrol card to the competent UNOG service;
- “CD” diplomatic license plates of private vehicle must be returned to the Cantonal Department of Motor Vehicles of their place of residence.
- Must end the employment contract of their private household employee.



Courtesy Period for Retiring Staff

Normal Age of Retirement (60/62/65 years old)

If residing in Switzerland:

- Courtesy period of **3 months upon request**
- Applies to staff member who resigns at the legal retirement age

If residing in France:

- Courtesy period of **2 months only**

The Courtesy Period applying to the retiring staff member also applies to any family members possessing a CDL through the staff member.

Early Retirement (from 55 or 58 years old)

In principle, staff members on Early Retirement have a **2-month** Courtesy Period.

However, on an exceptional basis:

- A staff member **residing in Switzerland** who ceases his duties before the normal age of retirement **may request a 3-month courtesy period**, providing **duly justified reasons**.
- The **request must be made** by the Organization in a detailed letter to the Swiss Mission **1-2 months before the Staff Member's expiration of appointment**.

Applying for the Courtesy Period

For Retirees at the legal retirement age:

- Request must be submitted to the Organization while the SM is still employed - **4 to 6 weeks before separation**
- Submit the following documents to the Bern Card Unit :
 - “[Renewal of Carte de Légitimation](#)” form
 - “Courtesy Period for Retiring International Civil Servants” form ([English](#) / [French](#))
 - Current CDL(s)

For Early Retirees:

- Request must be submitted **4 to 6 weeks before separation**;
- Only the form “Renewal of the Carte de Légitimation”, and current CDL.
- **If requesting a 3-month Courtesy Period: 1-2 months** before separation, **include** a letter justifying the reason for your 3-month request with two forms and current CDL.



Family Members holding a Ci Permit

As per Paragraph 11.4 of the [FDFA Guidelines on the issuance of legitimization cards](#):

- The **permit must be returned** to the Cantonal Population Office of their place of residence and **it will be cancelled** from the date of the SM's separation from the Organization.
- **However**, a request may be sent to the Cantonal Population Office to end their gainful employment **within a reasonable period**.
- Ci Permit holders who wish to stay longer in Switzerland **may submit a request** for a residence permit with gainful activities.



Staying in Switzerland Post-Separation

- Separated staff members should leave Switzerland before the expiration of the Courtesy Period.
- Retiring Staff members who intend to stay in Switzerland after their separation on retirement may submit a **request for a residence permit with the Office of the Population in the canton of residence before separating from the Organization.**



Nationals of countries who are not subject to visa requirements:

- May stay in Switzerland **up to 90 days in extra** (as a tourist) **without gainful employment** from the expiry date of the Courtesy Period.
- The 90 days are counted **from the expiry date of the Courtesy Period** and not from the expiry date of the CDL valid during the contract (contract expiry).

Resources

Bern Card Unit / Bureau des Cartes de Légitimation

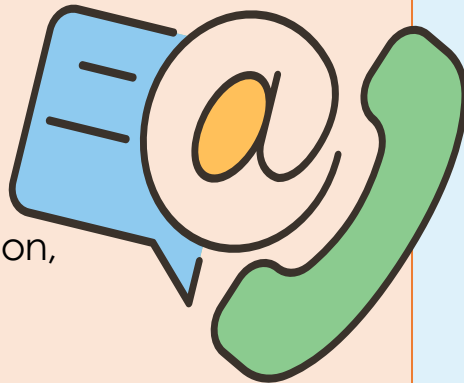
Client Support Center (CSC)
Palais des Nations
H-Building, 1st floor

Available Monday to Friday

From 10:00 a.m. to 1:00 p.m. : in person,
by phone and 24/7 by email

Tel: 022 917 9999

Email: cartesdelegitimation@un.org



- [FDFA Legitimation Cards](#) (Manual)
- [Carte de Légitimation \(CDL\) & Visa Matters](#) ([UNOG/HRMS SharePoint](#))
- [CDL Forms](#)
- [Swiss Mission advisory services](#) at UNOG CSC
- Need of an “[Attestation de départ](#)” : contact the Office of the Population in the canton of residence.
- Any questions about [Taxation](#) : contact the Fiscal Administration in your residence canton (for Geneva : Rue du Stand 26, 1204 Geneva – tel: 022 327 70 00)
- Any questions about [Swiss social insurance](#) (AHV/AVS) : contact the Social Insurance Office of your residence canton (for Geneva : OCAS, Rue des Gares 12, 1201 Geneva – tel: 022 702 03 04)

FAQs

Can I keep my CDL as a *souvenir*?

No. The CDL is an official Swiss document and **cannot be kept as a *souvenir*** and must be returned to the Bern Card Unit or the Swiss representation in your country of origin or destination upon your separation or at the end of your Courtesy Period.



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Thank you

Merci

Спасибо

¡Gracias!