PREPARING YOUR SEPARATION

Legitimation Card (CDL)

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Agenda

- Returning Your CDL
- Courtesy Period
- Staying in Geneva Post-Separation
- Resources
- Q&A

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 short-term travel within the Schengen Area (for up to three months).

Protocol for Separating Staff Members

- **CDLs must be returned for cancellation** upon separation from the Organization.
- Return deadline: The CDL must be **returned no later than at the expiry of the courtesy period** (or, exceptionally, 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:

- **Leave Switzerland before CDL and Courtesy Period expire**.
- **Carry your CDL while travelling** (show it to Swiss border police and to the foreign border police when travelling through a Schengen State to destination country)).
- **Return CDL** to the local Swiss representation upon arrival in destination country (or to your former Organisation).

Courtesy Period

The Courtesy Period allows UN Staff members and their family members to retain their CDLs for a limited period following separation from service.

General Rule

2-month courtesy period from date of separation

Same courtesy period for family members

The Courtesy Period provides time to:

1) Arrange final departure from Switzerland; or
2) Complete residence permit formalities if staying in Switzerland.

Important: Staff members intending to remain in Switzerland must apply for the appropriate residence permit with the cantonal authorities before the Courtesy Period expires.

Type "B" or "C" CDL holders

During the Courtesy Period, type "B" or "C" CDL holders retain their privileges and immunities, **except customs privileges and hiring of private employees**:

- 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.
- Employment of any private household employee must be ended.

Courtesy Period for Retiring Staff

RETIREMENT SCENARIO	RESIDENCE	COURTESY PERIOD	WHEN TO APPLY	DOCUMENTS
Normal retirement age (at 60, 62 or 65)		**Up to 3 months upon request**	**4–6 weeks before separation**	• "Renewal of Carte de Légitimation" form • "Courtesy Period for Retiring International Civil Servants" form • Current CDL(s)
Normal retirement (at 60, 62 or 65)		**Up to 2 months only**	**4–6 weeks before separation**	• "Renewal of Carte de Légitimation" form • "Courtesy Period for Retiring International Civil Servants" form • Current CDL(s)
Early retirement (from 55 or 58)	 **or** 	**Up to 2 months**	**4–6 weeks before separation**	• "Renewal of Carte de Légitimation" form • Current CDL(s)
Early retirement Exceptional request	 **only**	**Up to 3 months upon justified request**	**1–2 months before separation**	• "Renewal of Carte de Légitimation" form • Letter justifying the reason for the request • Current CDL(s)

Family members during the Courtesy Period

FAMILY MEMBERS HOLDING A CDL

Same Courtesy Period

Eligible family members holding a CDL linked to the retiring staff member receive the same Courtesy Period.

No Ci permit? Only the CDL rule on the left applies.

Additional rules if holding a Ci permit

FAMILY MEMBERS HOLDING A Ci PERMIT

As per Paragraph 11.4 of the *FDEA Guidelines on the issuance of legitimation cards:*

1. **Return the permit** to the Cantonal Population Office of the place of residence. The permit will be **cancelled as of the separation date.**
2. **A request may be sent** to the Cantonal Population Office to seek an exceptional extension of the permit Ci to maintain gainful employment **for a reasonable period.**
3. Ci Permit holders wishing to remain in Switzerland **may apply** for a residence permit with gainful activities.

Staying in Switzerland Post-Separation

- Upon expiry of the Courtesy Period, staff members must either:
  - leave Switzerland; or
  - hold another valid residence status issued by the Swiss authorities (*e.g. residence permit or spouse's CDL, where applicable*)

- Retiring Staff members wishing to remain in Switzerland must submit an application for **a residence permit to the Office of the Population of their canton of residence before separation from the Organization.** The Organisation is unable to provide individual advise on Swiss immigration matters.

Nationals of visa-exempt countries :

- May remain in Switzerland for **up to 90 days** as a tourist, provided **no gainful employment** is undertaken.

- The 90 days 'tourist stay' begins upon **expiry of the Courtesy Period,** not upon expiry of the CDL during the employment contract.

Geneva (OCPM)
Office cantonal de la population et des migrations
Route de Chancy 88, 1213 Onex
Tel. +41 22 546 46 46

Vaud (OCPM)
Service de la population (SPOP)
Av. de Beaulieu 19, 1014 Lausanne
Tel. +41 21 316 46 46

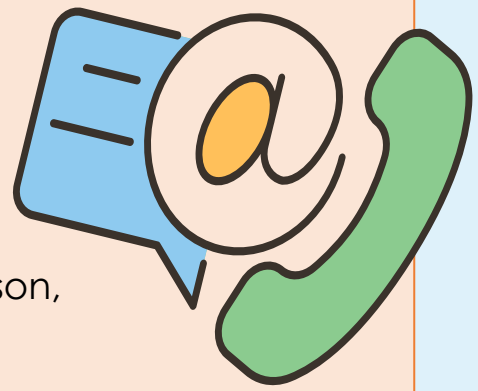
Resources

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 (Guidelines)
- 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!