

(Translation)

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The Ministry of Foreign Affairs of the People's Republic of China presents its compliments to all diplomatic missions and offices of international organizations in China (hereinafter referred to as "Diplomatic Missions / Organizations"). To further facilitate the work and life of members of Diplomatic Missions / Organizations and their family members in China and enhance the functions of identity certificates, the Protocol Department of the Ministry of Foreign Affairs has, in light of the practices of various countries, reclassified and redesigned relevant identity certificates. The changes do not affect the privileges and immunities and the courteous reception enjoyed by members of Diplomatic Missions / Organizations and their family members pursuant to international law, Chinese laws, regulations and relevant stipulations, and agreements between China and relevant international organizations. The Ministry of Foreign Affairs has the honor to inform Diplomatic Missions / Organizations of the following matters related to the re-issuance of identity certificates.

I. Types and Coverage of the New Identity Certificates

1. "Diplomatic Identity Card" is issued to diplomatic agents of diplomatic missions in China and their spouses. No other special certificates will be issued to ambassadors and their spouses.
2. "Administrative and Technical Staff Card" is issued to administrative, technical and service staff members of diplomatic missions in China and their spouses.
3. "International Organization Staff Card" is issued to staff members of offices of international organizations in China and their spouses.
4. "Residence Permit Card" is issued to the accompanying children with

their own passports, parents, spouse's parents and other family members of holders of any of the three identity certificates mentioned above. The "Residence Permit" certificate will no longer be issued to accompanying underage children.

5. A "Residence Permit" seal (stamped on passport) that is already given and within the validity period remains effective.

II. Diplomatic Missions / Organizations are kindly requested to collect the new certificates in designated groups between September 2 and October 25, 2013 at the Office of Letter Reception on the eighth floor of the South Building of the Ministry of Foreign Affairs. Please bring and present a note from the Diplomatic Mission / Organization, this Note and a valid personal identity document of the person sent to pick up the new identity documents.

III. Diplomatic Missions / Organizations scheduled to collect the new certificates in September/October respectively according to the timetable are kindly requested to send a note of reply to the Protocol Department of the Ministry of Foreign Affairs by August 15 / September 15 accordingly, and provide a list of personnel and their family members in need of new certificates (head of household followed by family members) and photocopies of their current identity certificates in the same order as the name list. Entries should be listed by household and in the protocol order of the heads of household (please identify the identity of the head of household and the affiliated division or department). Names on the list should be the same as those shown on the identity certificates.

Those who are expected to leave their posts before November 4, 2013 and their family members do not need to apply for the new certificates.

IV. For new applications filed after the submission by Diplomatic Missions / Organizations of the note of reply containing the name list of the personnel and their family members in need of new identity certificates, the Protocol Department of the Ministry of Foreign Affairs will, in light of the duration of stay in China of the new applicants, issue

the new types of identity certificates to them as needed.

V. The new identity certificates will enter into effect at 0:00 Beijing time on November 4, 2013, at which time all existing identity certificates will become invalid. Diplomatic Missions / Organizations are required to return the old identity certificates to the Protocol Department of the Ministry of Foreign Affairs by November 29.

VI. In accordance with the Law of the People's Republic of China on Control of the Entry and Exit of Citizens and the Law of the People's Republic of China on Control of the Entry and Exit of Aliens, the Protocol Department of the Ministry of Foreign Affairs has formulated the Measures on the Application for Identity Certificates by Members of Foreign Diplomatic Missions and Offices of International Organizations in China and Their Family Members (see the attached Measures and Application Form). Diplomatic Missions / Organizations are kindly requested to apply for new identity certificates in accordance with the Measures.

The Ministry of Foreign Affairs avails itself of this opportunity to renew to the Diplomatic Missions / Organizations in China the assurances of its highest consideration.

(Seal) The Ministry of Foreign Affairs of
The People's Republic of China

Beijing, July 22, 2013

Diplomatic Missions and Offices of International Organizations in China,
BEIJING

(Translation)

**Measures on the Application for Identity Certificates of Members
Of Foreign Diplomatic Missions and
Offices of International Organizations in China
And Their Family Members**

I. Types and Coverage of the Identity Certificates

(A) Based on the identities of the resident members of diplomatic missions and offices of international organizations in China (hereinafter referred to as “Diplomatic Missions / Organizations”), the Protocol Department of the Ministry of Foreign Affairs of the People’s Republic of China issues them and their family members four types of identity certificates, namely, Diplomatic Personnel Card, Administrative and Technical Staff Card, International Organization Staff Card and Residence Permit Card.

(B) Coverage of the Identity Certificates

“Diplomatic Personnel Card” is issued to diplomatic agents of diplomatic missions and their spouses holding diplomatic passports;

“Administrative and Technical Staff Card” is issued to administrative, technical and service staff members of diplomatic missions and their spouses holding service, official, special and other types of passports for public affairs;

“International Organization Staff Card” is issued to resident members of offices of international organizations in China who enjoy privileges and immunities and their spouses;

“Residence Permit Card” is issued to accompanying children with their own passports (those who share passports with their parents do not need to apply for a Residence Permit Card), parents and spouse’s parents of holders of any of the three identity certificates mentioned above.

II. Application Procedures for Diplomatic Personnel Card, Administrative and Technical Staff Card and International Organization Staff Card

(A) Diplomatic Missions / Organizations shall, within ten days after the arrival of resident members and their spouses in Beijing,

- send a note (with Chinese translation, the same hereinafter) to the Protocol Department of the Ministry of Foreign Affairs to apply for the corresponding identity certificates. The note shall indicate whether the applicant is taking up a new post or has a predecessor;

- supply information of the applicant in the Privileges and Immunities Electronic Service System for Diplomatic Missions and International Organizations in China (hereinafter referred to as “E-Service System”), and send printed copies of the Identity Certificate Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization and a 2.5cm×3.5cm bareheaded glossy color ID photo on white background of the applicant) generated automatically by the system to the Protocol Department, together with the note;

- provide the applicant’s passport and photocopies of the passport front cover, visa page (for passport holders of visa-free countries, a photocopy of the page with the entry stamp of China Immigration Inspection shall be provided) and information pages, together with the note. The identity of the applicant specified in the note and in the application form must be consistent with that (if any) indicated on the passport.

(B) In case of change in the identity or title of an identity certificate holder (such as when an administrative and technical staff member is appointed as a diplomat), the Diplomatic Mission / Organization shall, within ten days,

- inform the Protocol Department via a note on the change and apply for

a new identity certificate for the person;

- supply information of the applicant in the E-Service System, and send printed copies of the Identity Certificate Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization and a 2.5cm×3.5cm bareheaded glossy color ID photo on white background of the applicant) generated automatically by the system to the Protocol Department, together with the note;

- provide the applicant's passport (if the applicant's passport contains endorsement information specifying their identity or title, such information shall be updated in the passport accordingly; if the original passport has been replaced with a new one, both passports shall be submitted), photocopies of the information pages of the applicant's new passport and the endorsement page with identity or title information (if any), together with the note.

(C) Identity certificates issued to first-time applicants will be valid for three years at most and not longer than the validity of the applicant's passport and the applicant's term of posting in China. If renewal of an identity certificate is needed, the Diplomatic Mission / Organization shall,

- send a note to the Protocol Department for renewal one month before the identity certificate expires (if the time of leaving of the applicant or the accompanying family member is already determined, it needs to be specified in the note);

- supply information of the applicant in the E-Service System, and submit the printed copies of the Identity Certificate Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization and a 2.5cm×3.5cm bareheaded glossy color ID photo on white background of the applicant) generated automatically by the system, the applicant's previous identity certificate, and photocopy of the information pages of the applicant's passport, together with the note.

The Protocol Department will, depending on the validity of the applicant's passport and length of the remaining term of posting, issue a new certificate valid up to one year. The validity of the identity certificate issued to an applicant as accompanying spouse, either newly issued or renewed, shall not exceed that of the identity certificate of the head of the household who lives together with the applicant in China.

(D) If a resident member of a Diplomatic Mission / Organization has been issued a new passports while the identity or title remains unchanged, the Diplomatic Mission / Organization shall inform the Protocol Department within ten days after the re-issuance via a note enclosed with photocopies of the applicant's identity certificate and passport information pages.

III. Application Procedures for Residence Permit Card

(A) The Diplomatic Mission / Organization shall, within ten days after arrival in Beijing of the accompanying children with their own passports, parents, spouse's parents and other family members of its resident members in Beijing,

- inform the Protocol Department with a note to apply for Residence Permit Cards for them. The note shall specify the name of the applicant, the name, identity and ID number (if any) of the head of the household who lives with the applicant in China, the relationship between them, and duration and purpose of stay in China;
- vouch in the note for the applicant that they will not engage in any vocational or commercial activity during their stay in China;
- supply information of the applicant in the E-Service System, and submit the printed copies of the Residence Permit Card Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization and a 2.5cm×3.5cm bareheaded glossy color ID photo on white background of the applicant) generated automatically by the system, photocopies of the applicant's

passport front cover, visa page (for passport holders of visa-free countries, a photocopy of the page with the entry stamp of China Immigration Inspection shall be provided) and information pages, a photocopy of the identity certificate of the head of the household (if any), and the applicant's passport, together with the note.

First-time Residence Permit Card application for a resident member's child born in China shall also include a photocopy of the baby's birth certificate besides the abovementioned documents.

(B) Residence Permit Cards are valid for three years at most and not longer than the validity of the identity certificate of the head of the household and of the applicant's passport. For Residence Permit Card renewals, the Diplomatic Mission / Organization shall,

- send a note to the Protocol Department for renewal one month before the Residence Permit Card expires (if the time of leaving of the applicant as accompanying family member is already determined, it needs to be specified in the note);
- supply information of the applicant in the E-Service System, and submit the printed copies of the Identity Certificate Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization and a 2.5cm×3.5cm bareheaded glossy color ID photo on white background of the applicant) generated automatically by the system, the applicant's existing Residence Permit Card, passport and photocopy of the information pages, and a photocopy of the identity certificate of the head of the household, together with the note.

Depending on the validity of the applicant's passport and the identity certificate of the head of the household and length of their remaining stay, the Protocol Department will issue a new Residence Permit Card valid up to one year.

(C) If the accompanying children with their own passports, parents,

spouse's parents and other family members of its resident members have been issued new passports, the Diplomatic Mission / Organization shall inform the Protocol Department within ten days after the change via a note enclosed with photocopies of the applicant's Resident Permit Card and the passport information pages.

IV. Preservation, Use, Replacement and Return of Identity Certificates

(A) Holder of the identity certificate shall preserve it with care, carry it when leaving the mission, and present it when armed police, checkpoints or relevant authorities require.

(B) In case of loss or damage of an identity certificate, the Diplomatic Mission / Organization shall,

- inform the Protocol Department via a note immediately, and apply for replacement or re-issuance of the identity certificate;
- supply information of the applicant in the E-Service System, and submit the printed copies of the Residence Permit Card Application Form (prepared in duplicate, both signed by the applicant and affixed with the seal of the Diplomatic Mission / Organization) generated automatically by the system, together with the note.

In the case of a lost identity certificate, the holder shall report the loss to the police authorities and acquire a loss-reporting certificate, and submit the certificate to the Protocol Department, together with the note. In the case of a damaged identity certificate, the Diplomatic Mission / Organization shall return the certificate to the Protocol Department for cancellation, together with the note.

(C) The Diplomatic Mission / Organization shall inform the Protocol Department via a note of the final departure of its resident members and their family members and return their identity certificates with the note. If a head of household leaves their post, the identity certificates of all the

accompanying family members shall be returned. If not all identity certificates of a predecessor and their family members have been returned, the Protocol Department will not issue a new identity certificate to the successor.

V. Processing Time

The processing time for the application for the abovementioned identity certificates is 15 workdays, and for replacement one month.

VI. Miscellaneous

The Protocol Department of the Ministry of Foreign Affairs is responsible for interpretation of the Measures.

The Measures shall enter into effect from October 14, 2013. If any previous regulations are inconsistent with the Measures, the latter shall prevail.