

TXA 400/STAFF

Note No A462/00

Protocol Division of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations in the United Kingdom and has the honour to remind Missions and Organisations of the regulations concerning notification of staff changes.

Protocol Division requires the prompt notification of the following:

- first arrival and final departure of all staffs and their families, including Heads of Mission
- any changes of circumstances of staff, or their families (for example change of address, marriage, birth of a new child, change of domestic servant, etc.).

Such notifications must be on the relevant forms, with all questions being answered. These forms are:

- (a) TX9 (blue) for members of Diplomatic Missions, their families and servants
- (b) TX12 (yellow) for members of International Organisations, and their families
- (c) TX37 (pink) for members of Consular posts, their families and servants

Failure to observe these notification procedures, or incomplete answers to some of the questions on the relevant forms, causes difficulties and can delay the processing of arrival procedures, including the issue of ID cards etc. It can also complicate the task of compiling the bi-annual London Diplomatic List, and in some cases failure to notify departures can give a misleading impression of the size of a Mission. It is essential that Protocol Division's records are up-to-date, and accurate. Protocol Division would be most grateful for the co-operation of all Missions and International Organisations in achieving these objectives.

Protocol Division of the Foreign and Commonwealth Office avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations in the United Kingdom the assurance of its highest consideration.

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