



Note No. A122/2023

Protocol Directorate of the Foreign, Commonwealth and Development Office presents its compliments to all diplomatic missions and international organisations and has the honour to announce the recommencement of the in-person document drop-off and collection service from **Tuesday 16 May 2023, between the hours of 10.00 and 12.00**. This service will be provided on a weekly basis until further notice, at the same time each Tuesday.

The Directorate wishes to inform diplomatic missions and international organisations that the following hard-copy documents may be delivered in-person to the DMIOU Desk, Main Reception, Foreign, Commonwealth and Development Office (FCDO), King Charles Street:

Form 2 - Diplomatic Identity Card Application

Form 8 – Refund of VAT application for foreign missions

Form 9 – Refund of VAT application for Commonwealth missions

Form 10 – Refund of fuel VAT/Duty application

Form 11 – Refund of VAT application for international organisations

Form 12 – Refund of APD and IPT for international organisations

Passports – for application of Diplomatic Exempt Vignette

To improve Protocol Directorate's services to diplomatic missions and international organisations, only the above documents will be accepted in-person. All other documents for the attention of Protocol Directorate, including Form 1 'notification of arrival/departure' and Forms 3&4 'notification of occupation/vacation of premises' will not be accepted and must be sent, via email only, to the appropriate DMIOU Team; copies should not be sent by post. Documents for the attention of other parts of the FCDO will also not be accepted and should instead be sent or emailed directly to the relevant Directorate.

To improve the security of document handling, once applications have been processed, FCDO ID cards and passports containing diplomatic exempt vignettes will be made available for collection from the DMIOU Desk, FCDO Main Reception, each Tuesday; they will no longer be returned via post. The Directorate will contact International Organisations without a presence in London to agree separate arrangements.

Individuals collecting documents will be required to present either an FCDO ID card, or a driving licence/passport accompanied by a document on headed diplomatic mission or international organisation notepaper, confirming their name and that they are collecting documents on behalf of the mission.

Diplomatic missions and international organisations are reminded to refer to the Protocol website - <https://protocol.fcdo.gov.uk/> (password: Diplomatic2012) for further guidance on Protocol forms and general procedures.

Protocol Directorate of the Foreign, Commonwealth and Development Office avails itself of this opportunity to renew to all diplomatic missions and international organisations the assurances of its highest consideration.

FOREIGN, COMMONWEALTH AND DEVELOPMENT OFFICE
LONDON SW1A 2AH
11 May 2023

