



Note No. A212/23

Protocol Directorate of the Foreign, Commonwealth and Development Office presents its compliments to all diplomatic missions and international organisations and has the honour to refer to the requirements for applications made in the UK for diplomatic exempt vignettes.

The Directorate wishes to inform diplomatic missions and international organisations that the requirements for applying for a diplomatic exempt vignette are as follows:

1. All applicants, including dependants, must be registered with Diplomatic Missions and International Organisations Unit (DMIU), Protocol Directorate.
2. Applications must include a valid passport with a minimum of three blank pages available. Applicants should note that expired passports do not need to be submitted along with valid passports and that expiry of a passport does not invalidate an existing vignette.
3. Applications must include two high-resolution photographs taken within the last three months for each applicant. Photographs must conform to standard UK requirements, as set out on the following website: www.gov.uk/photos-for-passports/photo-requirements. The name of the applicant must be written on the reverse of each photograph.
4. Applications must include a covering Note Verbale or official letter confirming that the applicant is a member, or a dependant of a member, of the diplomatic mission or international organisation, and requesting issuance of a diplomatic exempt vignette.
5. Applications from dependent children between the ages of 18 and 25, who have been recognised by the FCDO as forming part of the diplomat's household, must be accompanied by a letter from a UK institution holding either a student sponsor licence or holding valid accreditation at which they are studying. The letter must confirm the details of the course of study, including full course title and expected end date.
6. Applications from dependants submitted separately to an application from the sponsoring member of the diplomatic mission or international organisation must be

accompanied by a photocopy of the sponsor's passport bio data page and valid diplomatic exempt vignette.

Applications should can be hand-delivered to Protocol Directorate (Note Verbale No. A122/2023 refers), or be sent via recorded delivery in a secure and durable envelope to the following address:

Diplomatic Missions and International Organisations Unit (DMIU)
Room WH2.146, Protocol Directorate
Foreign, Commonwealth and Development Office
King Charles Street
London SW1A 2AH

Applications received that meet the requirements as set out above will be forwarded to UK Visas and Immigration (UKVI) for processing. Once vignettes have been issued or renewed, passports will be returned to the FCDO and made available for collection. Processing time is likely to be up to six weeks from receipt of a correct application and, due to operational constraints, it may not be possible to retrieve passports from UKVI whilst applications are in progress. Nor will it be possible to expedite specific applications; applicants should consider this when making travel arrangements. Applicants are requested not to seek updates on applications until six weeks have passed.

Applications received that do not meet the requirements as set out above, will not be progressed. With regret, they will be made available for collection by the relevant diplomatic mission or international organisation and may be resubmitted once corrected. Applications delayed by rejection and resubmission will not be expedited.

The Directorate regrets that it is unable to process applications from those who are neither married to, nor in a civil partnership with, a diplomat or member of an international organisation. Applicants should instead contact the Home Office to apply for the appropriate visa extension.

Further guidance is available on the DMIOU Portal for diplomatic missions and international organisations: <https://protocol.fcdo.gov.uk/diplomats/visas/vignette-extensions/>

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
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