



Note No. A028/24

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 Protocol Note Verbale A122/2023 of 23 May 2023 about the in-person document drop-off and collection service held every Tuesday, between the hours of 10:00 and 12:00.

The Directorate wishes to remind diplomatic missions and international organisations that the following hard-copy documents may be delivered in-person to the Diplomatic Missions and International Organisations Unit (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

All other forms, including Forms 1 (notification of arrival/departure), 3 and 4 (occupation and vacation of premises), must be sent to your respective DMIOU team by email only. Physical copies will not be accepted.

The Directorate would also like to take this opportunity to remind diplomatic missions and international organisations of the following:

- All documents (including passports) must be given in an envelope with the mission name/organisation clearly written on the front.

- Individuals submitting documents must have two pro-formas completed and signed. Failure to present the pro-forma when delivering documents will result in a refusal to receive them.
- The Protocol Website provides general guidance and templates for all forms <https://protocol.fcdo.gov.uk>. Password is Diplomatic2012

The Tuesday weekly in-person collection service is provided for DMIOU documents only. Documents for the attention of other parts of the FCDO will not be accepted and should instead be sent or emailed directly to the relevant Directorate.

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 & DEVELOPMENT OFFICE  
LONDON SW1A 2AH

31 January 2024

