

MANAGEMENT MEMORANDUM



Tri-Mission Management

Serving the U.S. Missions to France, OECD & UNESCO

TO: All American Direct-Hire Employees
SUBJECT: Visa Requirements for all Personnel
assigned to U.S. Missions France and
for TDYers to France

DATE: May 29, 2013
NUMBER: M2013-026

We strongly urge all agencies to share this information with their headquarters and with any employees assigned to France before beginning the transfer process. In addition, please be sure that visitors coming on official business obtain the proper visa for their TDY (see section II).

Effective immediately, any employee (including military students) or family member who fails to comply with the requirements outlined in this policy will be subject to a departure order back to their previous duty station until they have the required visa for their assignment to France.

I) Employees assigned to France on a permanent tour of duty or Permanent Change of Station (PCS):

All USDH personnel and their family members assigned to France on a permanent tour of duty, whether they travel with official or diplomatic passports, **must** apply for a long stay visa called a “**D Visa, CARTE PROMAE A SOLLICITER DES L’ARRIVEE**”, **before** entering the country. Under no circumstances should they enter France without this visa.

- Employees currently assigned to Washington, D.C. must submit their visa application to the **DoD Passport and Visa Office, Ft Belvoir, VA**. This office will submit the application to the French Consulate. For further details, please go to <http://intranet.ca.state.gov/passports/customerservice/18081.aspx?CID=616>
- Employees currently assigned to another overseas post must submit their visa application through **their Embassy**. The Embassy will submit the application to the French Consulate.
- U.S. military or DOD civilian employees follow a different processing path, but

still need a **D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE** **before** arrival. They apply for their official/diplomatic passport and this visa at their local command. The local command processes the visa request through the local base passport/visa office. The local passport/visa office then forwards the visa application to the DOD passport service at Ft Belvoir, which submits it to the French Consulate for issuance. Because this process goes through different offices before reaching the French Consulate, it is recommended that employees refer to the DOD's Foreign Clearance Guide for processing requirements <https://secureapp2.hqda.pentagon.mil/passportmatters/Visas/VisaER/France-ER.htm> **Special Note: When you read the DOD Foreign Clearance Guide, please note that NATO Orders are NOT/NOT valid in France for personnel permanently assigned to the U.S. Missions in France. As such, please do not assume that having NATO orders will satisfy Mission France or the French Ministry of Foreign Affairs' requirements for accreditation and visa processing.**

As mentioned above, the visa required for France is the **D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE**. This specific visa is imperative in order for the employee and family member(s) to be accredited with the Ministry of Foreign Affairs. This visa will only be valid for 90 days. The French Consulate in Washington normally takes between four to eight weeks to issue the visa. Visas should be requested no later than eight weeks prior to the employee's scheduled date of arrival in France. In addition, in order to allow adequate time to process the French ID card (accreditation) once in France, the employee should ensure the visa is valid for up to five weeks after the arrival date in France.

Special note for Olmsted Scholars and Gerhard students: Since there are no French counterparts in the U.S., these students are not recognized by the French Ministry of Foreign Affairs for accreditation purposes. Therefore, these students will get a different visa called "**visa D Visiteur**". Upon arrival in France, they will have to go to the Office of Immigration to report their arrival and request a "Titre de Sejour prefectoral". For further questions, contact the Defense Attaché Office at ParisDAOAttaches-OPS@state.gov directly.

French Heritage Considerations for employees assigned to France: Please note that if the employee has a French parent, a formal renunciation of French Citizenship must be completed at a French Consulate **before** arrival and can take up to a year to process, so please plan accordingly. Until this is done, the employee is not eligible for a visa or accreditation in France. We strongly advise future employees to contact us if they have French heritage or if they are unsure of their status. This must be done **BEFORE/BEFORE** arriving in France. If they have French citizenship through a parent, they will NOT/NOT be accredited by the French Ministry of Foreign Affairs and thus will not have the requisite official status in France nor any privileges and immunities and

will not be able to stay and work at the Mission.

Same Sex Partners: Effective March 28, 2013, the French Foreign Ministry agreed to accredit and provide full diplomatic privileges and immunities to the same-sex domestic partners (SSDP) of diplomatic agents of the United States, provided that same-sex domestic partners of French diplomatic agents receive reciprocal treatment.

French Citizen Eligible Family Members: EFMs with French Citizenship do not need a visa to enter France. However, this also means they cannot be accredited nor granted any Privileges and Immunities.

Dual Nationals (U.S. and French Citizens): If the EFM is a U.S. and French Citizen, please note that it is the French citizenship which will be taken into consideration while posted in France unless a formal renunciation is done before arrival. Thus no accreditation nor Privileges and Immunities will be granted without formal renunciation.

Non-U.S. and Non-European Eligible Family Members: All EFMs holding a non-E.U. , non-U.S. passport must possess a valid diplomatic visa (D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE) in their national (tourist) passports before arriving in France. Under no circumstances should they enter France with any other type of visa if they are on the orders of an employee assigned to the U.S. Missions in France. Non-E.U./non-U.S. citizen EFMs **MUST NOT** enter France without a visa; if they do, they will have to return to the point of origin and wait for the visa.

E.U. Citizen Eligible Family Members (does not apply to French Citizens): No visa is required to enter France if the EFM is an E.U. citizen. Accreditation (includes privileges and immunities) will be requested upon receipt of a copy of the national (tourist) passport.

Dual Nationals (U.S. and E.U Citizens): If the employee/EFM is *both* a U.S. and E.U. Citizen, please note that it is the U.S. citizenship which will be taken into consideration while the employee is posted in France. Thus a visa is required before arrival (D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE) in their Official or Diplomatic passport.

Dual Nationals (U.S. and non E.U. Citizens): If the employee/EFM is *both* a U.S. and a non-E.U. Citizen, please note that it is the U.S. citizenship which will be taken into consideration while the employee is posted in France. Thus make sure a visa is obtained before arrival (D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE) in their Official or Diplomatic passport.

Dual Nationals (E.U. and non E.U. Citizens): If employee/EFM is *both* an E.U and Non-E.U. Citizen, entry into France can be under either passport. However, please note

that if the employee/EFM uses a non-E.U. passport, it must hold the D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE.

II) Employees assigned to France on temporary duty, including other official business (including meetings, conferences):

All USDH personnel traveling on official USG business **must** have a diplomatic or official passport and **must** apply for a visa **before** entering the country. Under no circumstance should they enter France without one. TDY time processing varies between one and three weeks and thus should be requested with enough lead time.

- TDYers assigned to France for less than 90 days should apply for a short stay visa called a **Schengen Visa**.
- TDYers assigned to France for more than 90 days should apply for a **six-month Schengen Visa**.
- For TDYs exceeding six months, please contact the HR Office in Paris ParisASC@state.gov .

III) Useful information:

Please read carefully the information at

<http://eur.p.state.sbu/sites/paris/HR/HR%20Visa%20Requirements/Chart%20for%20Visa%20requirements%20and%20Immunities%20and%20Privilege.xlsx>

which provides specific details on visa requirements, accreditation and privileges and immunities for all categories of employees assigned to the U.S. Missions in France.

Photos for Visas: The French Consulate applies strict standards to photographs presented with visa applications. We encourage people to read the instructions on the French Consulate's website before taking their photos: http://www.consulfrance-washington.org/IMG/pdf/Caracteristiques_photos_ENG.pdf

Visa applications will not be processed and will be returned if employees fail to adhere to the instructions. So, please no smiles, no frowns, no facial expressions of any kind.

In order to facilitate the visa request, employees may want to provide Nathalie Ecoutin (Ext. 2587) or Isabelle Jaud-Cornu (Ext. 2011) of the Paris HR American Service Center with their email address so they can email them the form with which to request the visa. This is a specific form and is the only one that can be used to get the D Visa, CARTE PROMAE A SOLLICITER DES L'ARRIVEE visa.

Check-in at the Embassy HR Office: All USDH personnel and military students (includes Olmsted Scholars and Gerhard students) are required to check-in with the Paris HR Office within three workdays of their arrival to begin the accreditation process. This check-in is very important as it generates administrative procedures such as report

of arrival, accreditation and other documentations. Employees arrive with a visa which is valid for three months only and arrival processing must be completed within the validation of the visa.

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