



MINISTÈRE
DE L'EUROPE
ET DES AFFAIRES
ÉTRANGÈRES

*Liberté
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Diplomatic and Consular Privileges and Immunities

STATE PROTOCOL AND DIPLOMATIC EVENTS
DIRECTORATE

The Diplomatic and Consular Privileges and Immunities Department, Protocol, Ministry for Europe and Foreign Affairs is responsible for providing information on all matters related to the privileges and immunities of the diplomatic missions and consular posts accredited in France and of their staff, international organizations headquartered or having an office in France and their staff, permanent delegations and representations to these organizations and their staff, and persons or goods that are likely to have a special exempt status. They concern:

1. accreditations and requests for *agrément* for heads of diplomatic missions and consular posts, military and defence attachés and their deputies;
2. requests for long-stay diplomatic visas (D PROMAE);
3. issuance of special residence permits for permanent staff and their dependants, and certificates of assignment;
4. security of premises;
5. permanent and temporary authorizations to carry firearms;
6. permanent and temporary passes providing access to regulated areas in Paris airports (all categories of staff);
7. status of persons, goods and premises;
8. tax and customs matters (registration of special series professional-use and personal vehicles, customs duty reliefs, tax relief, VAT refunds for official expenditure, etc.);
9. disputes, including employment tribunals and debts;
10. employment authorization for spouses (employee or self-employed status);
11. consular matters (foreign consulates in France);
12. diplomatic and consular list (published annually).

General provisions

The rules outlined in this section apply to all diplomatic missions and consular posts.

They also apply to the families of certain categories of staff:

- Spouse (married or having signed a Civil Solidarity Pact/PACS or its legal equivalent);
- Single children under the age of 21 and living in their parents' home. This means children of the civil servant and children under the age of 21 (excluding

children with disabilities) that have been fully adopted (excluding children placed in protective care or legal guardianship);

- Dependant parents and parents-in-law.

They do not apply systematically to French nationals, persons holding dual nationality (French and other) and long-term residents. The sections relating to them will specify, when necessary, their particular situation.

Terminology

- Missions: diplomatic missions and consular posts
- Diplomatic corps: all diplomatic staff, meaning heads of diplomatic missions and diplomats
- Consular officers: all staff, including the head of the consular post, responsible for consular duties

I. BEFORE ARRIVING IN FRANCE

1. Accreditations

For three categories of staff, certain initial steps are necessary.

➤ ***Agrément* for appointment as head of a diplomatic mission**

Requests for *agrément* are sent to Protocol by note verbale (Ceremonial Department) by the embassy of the accrediting country or by the embassy of France in that country. They are sent together with a curriculum vitae in French. Following the government's approval, the State authorities in question are informed of the decision by the embassy of France, which receives notification from Protocol. Multiple accreditations to several States may be done in the same way.

➤ **Approval for the appointment of defence, military, naval and air force attachés**

The embassy sends notification via note verbale to the Diplomatic and Consular Privileges and Immunities Department of the appointment of the officer accompanied by a curriculum vitae in French – specifying their military career, surname, first names, date and place of birth and previous stays in France. Protocol, after consultation with the Ministry for the Armed Forces,

informs the embassy in question of the outcome of the request. Duties may only be taken up upon completion of this process. Approval enables issuance of a visa to enter French territory, but only after the official presentation to the Ministry for the Armed Forces may the request for a special residence permit be processed.

➤ **Agrément for appointment as head of a consular post**

The embassy sends a detailed curriculum vitae to Protocol, specifying the geographical location and address of the consular premises in the administrative centre of the department.

2. Mandatory procedure for obtaining a visa

With the exception of persons of French nationality, resident permanent staff, citizens of certain Member States of the European Union or the European Economic Area, all staff, irrespective of their categories and position, are required to obtain a long-stay diplomatic visa (D PROMAE) before arriving in French territory, which must be valid for three months. This will enable the holder to be eligible for a special residence permit issued by Protocol once in France.

This also applies to the members of their family, unless they are of French nationality or are residents in France.

- **Children who are over the age of 21 and wish to move to France to be with their parents**, irrespective of the type of passport they hold, may request a regular long-stay visa and, upon arrival, seek a regular residence permit from the prefecture of their place of residence.
- **Citizens of the European Union and the European Economic Area (EEA)** do not need a long-stay visa, under European freedom of movement regulations. Once they arrive in France, the entities that have provided their accreditation will request a special residence permit from Protocol.

Persons holding a residence permit must have a valid passport to travel in the European Union (EU) Member States.

Diplomatic passport

A diplomatic passport is a travel document issued by a State to its own staff or other personalities in accordance with that State's legislation and practice. It does not grant its holder immunity.

3. Taking up duties

Dossier relating to taking up duties

For all appointments to a position in a diplomatic or consular post, the entity who has provided accreditation to the staff member must send Protocol their dossier relating to taking up duties.

- *These dossiers must be presented to Protocol within **no more than three months of the arrival** of the civil servant and their dependants in French territory.*
- *Incomplete dossiers will be returned to the entity.*
- *Dossiers may only be processed once the predecessor's dossier has been closed.*

General documents

Notification of appointment and commencement of duties in duplicate and written in French with the following attached:

- Personal information form duly completed;
- Photocopy of valid passport of the person appointed and those of their family;
- Photocopy of long-stay visa (D PROMAE);
- 3 recent identity photographs which comply with French regulations ([see link](#)) and of standard size (35 x 45 mm);
- An individual "137P" document, which must be signed (in black felt-tip pen in the box provided for that purpose).

For family members:

- "Notification d'arrivée en France d'un membre de famille" form (2 forms for the spouse and 2 per child);

- Spouse: a copy of the marriage certificate or civil solidarity pact (PACS) or its equivalent (i.e. a legal document), along with a French translation;
- Child: a copy of the birth certificate and its French translation for children up to the age of 21 (biological or fully adopted) as well as proof of dependency for children over 18, along with their school/university attendance certificate;
- If necessary, a copy of the birth certificate of the dependant parents of the civil servant or their spouse or partner, along with a French translation.

Specific documents

All new positions created must be announced and justified, and the duties to be carried out by the civil servant in question specified.

Diplomatic staff:

- Notification of end of duties of predecessor (three copies);
- Return of predecessor's residence permit.

Head of consular post:

- 1 curriculum vitae;
- Notification of end of duties of predecessor (four copies);

Consular officers:

- Notification of end of duties of predecessor (four copies);
- 4 identity photographs [which comply with French regulations](#), for themselves and their family.

Administrative and technical staff, consular employees, service staff:

- 4 identity photographs [which comply with French regulations](#), for themselves and their family.

Private employees:

- Copy of passport;
- Employment contract signed by both parties.

➤ **Arrival of a new ambassador**

A new ambassador's arrival follows the rules and specific attention is given by the Ceremonial Department.

The date and time of arrival will determine the order in which the credentials of each ambassador are presented. This information is recorded on a register by the staff in charge of greeting the ambassador. If they have not been greeted, the date noted is

the date that appears on the note verbale addressed to Protocol by the embassy to confirm the arrival.

The Head of Protocol, or their deputy, pays a courtesy call to the new ambassador in the days following their arrival. The new ambassador presents the Head of Protocol or their deputy with the true copy of their credentials and the predecessor's letters of recall.

Pending the credentials ceremony, the new ambassador:

- May pay a visit to their French interlocutors in the various administrations and to the members of the diplomatic corps, beginning with the dean;
- Is kindly requested not to pay visits to members of Government and presidents of the National Assembly and the Senate, and to avoid making public announcements.

The date of the Credentials Presentation Ceremony is set by the President of the French Republic. The ambassador is informed of the date by the Ceremonial Department. The date is then confirmed by letter from the Head of Protocol and the ambassador must RSVP indicating:

- The language in which the meeting will be held;
- Where they should be collected;
- The name of the two accompanying persons.

In the event of absence for a short assignment or when the post is vacant, the ambassador informs Protocol by note verbale indicating the date of departure of the head of mission and the name of the chargé d'affaires ad interim. Upon their return, the date of resumption of duties is also communicated to Protocol.

➤ **Arrival of the head of a consular post**

Protocol sends notification of their admission to the temporary performance of consular duties and gives full effect to the privileges and immunities attached to consular position until the issuance, if necessary, of the exequatur.

It is given after the original notification (and if necessary, translation into French) of the consular commission is sent, indicating the French departments, including overseas departments and territories, under their remit. Signed by the President of the Republic and the Minister for Europe and Foreign Affairs, published in the Journal Officiel, this document recognizes consular jurisdiction and authorizes the performance of duties.

➤ Appointment of Consuls and Honorary Consuls

Consuls and Honorary Consuls are generally of French nationality or long-standing residents and are considered as consular officers with a specific status. This authorizes them to exercise gainful professional activity and in principle fulfil their assignment voluntarily.

The presentation of a candidate supposes that a consular post already exists. The creation of a new post must, following a specific request made by the diplomatic mission, receive approval from the French authorities, notification of which will be sent by Protocol.

Documents

- Appointment request presented solely by the embassy, accompanied by a curriculum vitae which mentions the precise address of the consular premises;
- Letter of admission sent by Protocol to the embassy, upon the approval of the competent authorities;
- Dossier assessed by the Ministry of the Interior;
- **Exequatur, if necessary;**
- Consular information questionnaire sent by the embassy to Protocol;
- Notification of appointment and commencement of duties (see below).

In the event of a simultaneous request to create a consular post, a memorandum justifying this creation must also be sent to the Ministry.

A French national, a person with dual nationality (French and other) or a long-term resident cannot be an honorary Consul if they:

- Have been elected by universal suffrage;
- Are a civil servant or official of the French State or a local government;
- Are a consular court magistrate (judge at the commercial court);
- Are a professor in a higher education institution, if this position is their main activity, unless they have received an authorization from their competent authority to perform the duties of honorary Consul.

When the notification of appointment and commencement of duties has been duly completed, Protocol grants a special residence permit for the officials to the

requesting entity. French nationals, persons with dual nationality (French and other) and long-term residents may receive a certificate of assignment.

II. TYPES OF STATUS

1. Special residence permit

Protocol is the relevant authority to assess dossiers and issue special residence permits and certificates of assignment. It is also the entrance point to the French administration for all the above mentioned entities.

This residence permit is issued to permanent staff (in a category corresponding to those of the duties performed) and their dependants, including children up to the age of 21 (with the exception of children with disabilities).

If the civil servant is of French nationality or resident in France, a certificate of assignment is issued. In this case, no document is issued to the dependants.

Special residence permits **fulfil two purposes:**

- They certify legal residence in French territory;
- They certify to the French authorities and persons invested with public authority the beneficiary's status and all the privileges and immunities they are entitled to through this status.

Different types of special residence permit

Embassy	Consulate	Multilateral (international organization/IO)	Delegation	Positions
CMD/A	-	CMD/M	CMD/D	Head of diplomatic mission or IO, or similar
CD/A	-	CMD/M	CMD/D	Diplomatic corps or IO official, or similar
-	CC/C	-	-	Consular officer
-	-	FI/M	-	International civil servant
AT/A	AT/C	AT/M	AT/D	Administrative and technical staff
SE/A	SE/C	SE/M	SE/D	Service staff
PP/A	PP/C	PP/M	PP/D	Private staff
EM/A	EM/C	-	-	Teacher or member of the armed forces with special status
-	-	EF/M	-	Civil servant residing abroad

Children

Children born in France during their parents' posting must be declared at the city hall of the place of birth.

When a child reaches the age of 18, in order to maintain their special residence permit, the mission must send Protocol proof of dependency specifying that they have no form of professional gainful activity and a school attendance certificate.

The special residence permit for children must be returned to Protocol when the child reaches the age of 21, and also when the father's or mother's duties have ended.

When a child reaches the age of 21 or gets married, a regular residence permit may be requested from the prefecture of the place of residence.

Dependant relatives (parents and parents-in-law of the person appointed and who are living in the household) may be granted a special residence permit.

How long is a special residence permit valid for?

This permit is generally issued for three years (five years for certain categories of civil servants in international organizations). It may be renewed for two years and then a new special residence permit is issued. The same applies to dependants. However, the period of validity of their permit may not exceed that of the permit granted to the person appointed.

In the event of a change in rank or position, while remaining within the same status, the appointment or promotion document, former permit and an identity photograph (if necessary) should be sent to Protocol using official channels.

In the event of loss, theft or destruction of these documents, it is essential that the loss or theft is reported at a police station. Protocol may grant a duplicate upon presentation of proof of the filed report or damaged permit and the note verbale from the embassy accompanied by an identity photograph. A duplicate shall be issued only once.

2. Certificate of assignment

French nationals, persons with dual nationality (French and other) and long-term residents locally recruited by the missions may receive a certificate of assignment, which must be requested from Protocol. This document, depending on the situation, attests to a degree of immunity from jurisdiction and in any event limited to the acts performed in the course of their duties.

Documents

- National identity card (French nationals and persons with dual nationality) or regular residence permit (long-term resident);
- Recruitment certificate;
- Copy of employment contract drawn up by the embassy**.

**Documents also required in the event of extension

Important

The dossiers of staff employed in international organizations (and those employed in permanent delegations and permanent representations to these organizations) **must be sent by Protocol or the administrative department of the relevant organization.**

3. End of duties

At the end of their duties, the members of the mission, their family and the private staff that accompany them must leave French territory. A notification of end of duties must be sent to Protocol (by note verbale or via a "Changement de situation" form), in both cases bearing the exact date of the end of duties and the planned date for leaving France, and if necessary:

- the return of all special residence permits issued both to the civil servant and to their family members before they leave French territory;
- the return of permanent personal airport passes;
- documents attesting to the payment of taxes and duties and the return of special registration plates for personal vehicles to the customs services;
- documents regarding private staff, bearing the date of end of duties; the date of departure from French territory and the return of the special residence permit.

The accreditation of the successor depends on the return of these documents.

Departure of a head of post

In accordance with established practice, *ambassadors* called to leave Paris inform Protocol, generally by note verbale. Protocol bids them farewell at their departure, in the same conditions as their arrival.

For the *head of consular post*, the request to appoint a successor must be attached to the notification of end of duties. The special residence permit is returned to Protocol upon acceptance of this successor.

For further information: Préfecture de Police, Direction de la police générale, Sous-direction de l'administration des étrangers - Tel.: + 33 (0)1 53 71 51 68

III. PROTECTION AND SECURITY

“The receiving State is under a special duty to take all appropriate steps to protect the [official] premises of the mission against any intrusion or damage and to prevent any disturbance of the peace of the mission or impairment of its dignity” (Vienna Conventions of 1961 and 1963, Articles 22 and 31). It shall treat [the agent] with due respect and shall take all appropriate steps to prevent any attack on his person, freedom or dignity” (Ibid, Articles 29 and 40).

1. Protecting diplomatic missions and their staff

The French authorities, bound by an obligation of due care, take the necessary measures to protect missions as effectively as possible, in line with their international commitments.

The Ministry of the Interior, in collaboration with the Ministry for Europe and Foreign Affairs, adapts these measures to the nature and scale of the threats to certain missions.

2. Video surveillance of diplomatic premises

In addition, with permission from the prefect of police and after seeking the opinion of a departmental committee, video surveillance systems can be put in place to protect diplomatic and similar facilities. Requests for video surveillance systems must be made by the mission to Protocol.

3. Official mission events

For public events (private stays, birthday celebrations), requests for specific security arrangements must be sent to Protocol via note verbale.

Similarly, missions must contact Protocol to provide security and facilitate contacts for heads of diplomatic missions and dignitaries travelling to **provincial areas**.

4. Movement within airports

The access pass for restricted areas (or the permanent personal airport pass) allows staff to greet dignitaries or travel with the diplomatic or consular bag. Staff designed by the missions receive this pass from Aéroports de Paris (ADP, Paris airport authority), which is responsible for handing it over.

It is valid for the duration of the holder's activities. For diplomatic missions and international organizations based in Paris, Protocol processes the applications and contacts the relevant airports with permanent and temporary pass requests.

These passes grant access to one or several of the security sectors comprising the restricted area at Paris airports (4 sectors for Roissy-Charles de Gaulle and Orly Airports, 2 sectors for Le Bourget Airport):

- Sector A (planes): aircraft parking areas;
- Sector B (baggage): areas for sorting, directing and storing departing and transfer baggage;
- Sector P (passengers): passenger waiting and circulation area between security screening and the door of the aircraft;
- Sector F (freight): outgoing freight packing and storage area.

Access passes must be visibly worn within restricted areas.

Documents

2/ The application to Protocol, regardless of the status of the person concerned, must include the following items (see the forms section for foreign diplomats).

For requests for permanent access passes:

- a note verbale from the embassy requesting a permanent personal pass, specifying the name of the person concerned and the airport in question (Roissy-Charles de Gaulle, Orly, Le Bourget);
- a clearance request form;
- a form requesting an access pass for Paris airports (Roissy, Orly, le Bourget);
- certificate of training in airport safety;
- certificate of training in airport security;
- a recent, non-scanned, colour identity photograph;
- a legible copy of the special residence permit or certificate of assignment (both sides).

Permanent personal passes may only be requested for persons who are registered with Protocol.

Requests for temporary authorizations to airport restricted areas must be made to Protocol two working days in advance, via note verbale, stating:

- the full name of the staff member working in France for whom the authorization is requested;
- their duties;
- the reference number of their special residence permit or certificate of assignment;
- the full name and duties of the person to be greeted or in transit;
- the date, time and airport concerned (Roissy, Orly), and the terminal and flight number for arrival and departure.

The request form for temporary authorization for the airport concerned (Roissy, Orly) must be joined to the note verbale.

Staff members for whom such authorizations are requested must be accompanied, if they enter the reserved area, by a member of staff with a permanent personal pass for the airport concerned.

For further information

ADP (Aéroports de Paris): 1 rue de France 93290 Tremblay-en-France

Tel.: 39 50

<https://www.parisaeroport.fr/en>

Security checks at airports

The purpose of these checks is to detect the presence of weapons, explosive devices or any items which could compromise the security or safety of flights.

Passengers with diplomatic status must therefore undergo "inspection/screening" before boarding. If a manual check of luggage is necessary following inspection by a baggage scanner, it must be carried out by a senior law enforcement officer, or under the latter's orders, by a law enforcement officer. If the person refuses to be controlled, they will be denied boarding.

Furthermore, the pilot remains free to disembark any person or cargo likely to endanger the safety of the aircraft or its passengers.

Inspection/Screening

The location of the security check for persons and hand luggage. It is usually comprised of various machines and equipment for conducting controls (e.g. walk-through metal detectors, x-ray screening device).

5. Requests for authorization to carry firearms

The carrying of firearms in French territory is subject to existing regulations.

Requests to **permanently carry firearms** must be sent to Protocol, which sends them to the Ministry of the Interior. *Prefectoral firearm authorization is granted after a favourable decision in principle is issued by the Minister of the Interior.*

Temporary authorization to carry firearms

The Diplomatic and Consular Privileges and Immunities Department processes and submits to the Ministry of the Interior – the only competent authority to assess their validity – official requests for temporary authorization to carry firearms, including **for foreign security officers accompanying foreign VIPs on official or private visits to France.**

These authorizations are issued **on a temporary basis.** They apply to officials accompanying VIPs during short stays in France and are only granted for the purposes of protecting these figures in France (limited to the actual length of their stay).

Authorization requests must be sent to Protocol at least four days before arrival, so that they can be sent to the relevant authorities.

Documents

Essential information:

Authorization requests are part of short-term stays and must be presented by note verbale by diplomatic missions to Protocol*.

Every time the foreign VIP visits France, they must include the following information:

- name and position of the person;
- level of threat to them;
- date, time and place of arrival of the person;
- flight details or make and registration number of vehicles used;
- length of stay and place of residence;
- date and place of departure;
- complete civil status of the armed guards (surname, first names, date and place of birth, passport number);
- make, type, calibre and number of weapons carried by the guards.

For imminent arrivals (during the night or the following morning), **firearm authorization requests** must be sent to the Crisis and Support Centre: alertes.cdc@diplomatie.gouv.fr.

** For delegations and permanent representations to international organizations, requests must be sent via the protocol department of the international organization, which itself is called upon by the relevant delegation or permanent representation.*

6. Allocating radio frequencies

The Diplomatic and Consular Privileges and Immunities Department receives applications for radio frequencies. Under the terms of the 1961 Vienna Convention on Diplomatic Relations, "The receiving State shall permit and protect free communication on the part of the mission for all official purposes. In communicating with the Government and the other missions and consulates of the sending State, wherever situated, the mission may employ all appropriate means, including diplomatic couriers and messages in code or cipher. However, the mission may install and use a wireless transmitter only with the consent of the receiving State."

Applications must be sent to Protocol via note verbale along with the completed form which can be found on France's Electronic Communications, Postal and Print media distribution Regulatory Authority (ARCEP) website at:

<https://www.arcep.fr/demarches-et-services/professionnels/les-formulaires-de-demandes-dautorisation-de-modification-ou-de-suppression-dutilisation-de-frequences.html>

IV. IMMUNITIES

To perform their duties completely independently, diplomatic staff who are representatives of foreign States enjoy certain guarantees. That is why in a certain number of cases, local courts do not have jurisdiction over them. For the same reasons, they are not subject to action of authorities and the application of certain laws in the State of residence.

Immunity is a fundamental element of the status of staff working in embassies, consulates, international organizations and permanent delegations and representations. Immunity is connected with the performance of the duties of the

position. It has always been recognized for diplomats and is part of customary international law.

The two Vienna Conventions on Diplomatic Relations of 18 April 1961 and on Consular Relations of 24 April 1963 set out in their preamble "that the purpose of such privileges and immunities is not to benefit individuals but to ensure the efficient performance of functions by diplomatic missions as representing States". They state that "without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State" (Article 41 and Article 55 respectively).

These prerogatives are granted to varying degrees depending on the status of the staff member. French nationals, persons with dual nationality (French and other) and long-term residents may only invoke them in the strict performance of their duties and may not enjoy personal immunity.

The principles below describe general practice in France. But it is important to note that several receiving States have expressed reservations to the Vienna Conventions which could change or limit, in relations with France and that State, the scope of some of their provisions. This is also the case with provisions of any consular agreement signed and ratified by the competent French authorities.

Also, all of these indications may be influenced by the application of the principle of reciprocity in relations between the sending State and France.

1. Premises immunities

- Diplomatic premises are the premises of the diplomatic mission (officially recognized as such) and the residence of the head of mission. The receiving State has a special duty to take all appropriate steps to protect the premises of the mission against any intrusion or damage and to prevent any disturbance of the peace of the mission or impairment of its dignity. Staff members of the receiving State are not allowed to enter them, except with the consent of the head of mission.

In addition, the premises of the mission, their furnishings and other property thereon, and the means of transport of the mission are immune from search, requisition, attachment or execution.

- Consular premises are inviolable (Article 31 of the Vienna Convention on Consular Relations of 24 April 1963). The receiving State has a special duty to take all appropriate steps to protect the premises of the consular post against any intrusion or damage and to prevent any disturbance of the peace of the consular post or impairment of its dignity.

- Official premises of international organizations enjoy inviolability according to the reference texts.

2. Staff immunities

Staff immunities vary, according to texts, depending on their category (see the table below).

Inviolability

The person of the diplomatic agent is inviolable (Article 29 of the Vienna Convention on Diplomatic Relations of 18 April 1961). They are not liable to any form of arrest or detention. The receiving State treats them with due respect and must take all appropriate steps to prevent any attack on their person, freedom or dignity.

When crossing borders, in airports, diplomats and heads of diplomatic missions, must be treated with courtesy and with all the regards due to their position.

Personal inviolability of diplomatic agents applies to their private residence, their property (including bank accounts), their papers and their correspondence (Article 30). Premises cannot be the object of any search, requisition or attachment.

INVIOLABILITY				
<i>Positions</i>	Physical integrity	Private residence	Personal baggage	Papers, correspondence and private property
Diplomatic staff and their families	No arrest, no detention	No administrative investigation except express authorization of the head of mission	No customs inspection unless serious grounds (1961 VC, Article 36.2)	No attachment apart from an exception 1961 VC, Article 30.2)
Career consular officers and their families	Arrest or detention in the case of a grave crime in enforcement of a judicial decision Incarceration in enforcement of a judicial decision of final effect	Possible administrative investigation	No customs inspection unless serious grounds (1963 VC, Article 50.3)	No attachment apart from an exception (1963 VC, Article 50)
Administrative and technical staff	No arrest, no detention	No administrative investigation except express authorization of the head of mission	Possible customs visit	No attachment apart from an exception (1961 VC, Article 30.2)

Immunity from jurisdiction

Diplomatic staff enjoy immunity from the criminal jurisdiction of the receiving State (Article 31) and, except in special cases, immunity from civil and administrative jurisdiction. No measures of execution may be taken in their respect or in the respect of their dependants holders of a special residence permit.

The sending State may waive the immunity from jurisdiction of its diplomatic staff. Waiver must be express. However, the immunity from jurisdiction diplomatic staff enjoy in the receiving State does not waive immunity from jurisdiction of the sending State.

Moreover, they are not obliged to stand as a witness. The sending State may waive the immunity from jurisdiction of its diplomatic staff. Waiver must be express. Nevertheless, to be enforceable, a measure of execution of a judgment requires that the sending States waive the immunity of the person concerned beforehand.

Consular officers

Consular officers enjoy fewer immunities, since they are liable, unlike diplomatic staff, to arrest or detention pending trial "in the case of a grave crime and pursuant to a decision by the competent judicial authority" (Article 41 of the Vienna Convention on Consular Relations of 24 April 1963) or after a "judicial decision of final effect". However, consular officers enjoy immunity from jurisdiction "for acts performed in the exercise of consular functions" (Article 43).

Administrative and technical staff

Members of the administrative and technical staff of diplomatic missions, consulates and delegations and permanent representations to international organizations with their headquarters or an office in France enjoy personal immunity and immunity from criminal jurisdiction, but their immunity from civil and administrative jurisdiction of execution is limited to acts performed in the course of their duties (Article 37, paragraph 2 of the Vienna Convention on Diplomatic Relations of 18 April 1961).

Service staff

Service staff of all foreign official delegations enjoy different immunities and their scope varies according to the reference texts.

International civil servants

The immunities enjoyed by civil servants and other members of international organizations are governed by headquarters agreements.

French nationals, persons with dual nationality and permanent residents

Staff with French nationality including with dual nationality, and staff with the status of permanent resident in France only enjoy immunities for official acts performed in the course of their duties.

At the end of duties, they only continue to enjoy immunity for acts related to the performance of these duties.

<i>Positions</i>	Immunity from criminal jurisdiction	Immunity from civil and administrative jurisdiction	Immunity from execution
Diplomatic staff and their families	Full	Full (outside of exceptions: VC 1961, Article 31.1)	Full (outside of exceptions: VC 1961, Article 31.3)
Career consular officers and their families	Acts performed in the course of their duties	Acts performed in the course of their duties (outside of exceptions: VC 1963, Article 43.2)	With regard to an action related to an act performed in the course of duties
Administrative and technical staff and their families	Full	Acts performed in the course of their duties	Full (outside of exceptions: VC 1961, Article 31.3)
Consular staff	Acts performed in the course of their duties	Acts performed in the course of their duties	With regard to an action related to an act accomplished during the performance of duties
Service staff of an embassy			

Attending as a witness

Diplomats, administrative and technical staff of an embassy and their families are not obliged to appear as a witness.

Members of a consular post may be called upon to attend as a witness in the course of judicial or administrative procedures.

Consular staff and service staff of a consulate must not decline to do so.

However members of a consular post are under no obligation to give evidence concerning matters connected with the performance of their duties or to produce official correspondence and documents. They are also entitled to decline to give evidence as expert witnesses with regard to the law of the sending State. Evidence may be taken at their residence or at the consular post or a statement may be accepted from them in writing when possible (1963 Vienna Convention, Article 44).

No coercive measure or penalty may be applied to a consular officer who declines to give evidence.

Adherence to local regulations

The purpose of privileges and immunities is not to benefit individuals but to ensure the efficient performance of their duties on behalf of their respective States. Therefore, staff accredited in France must refrain from invoking immunities to attempt to avoid their duty to adhere to the laws and rules of the French State.

- All contractual commitments made with corporate bodies and individuals have force of law between the parties and must be respected. For example, this is the case for the payment of rents and related fees or the payment of debt owed to service providers.
- **Road traffic** regulations must also be strictly adhered to.

In the event of a parking ticket or other minor offence, the offenders must pay fines they owe.

Vehicles may be towed to protect the safety of people on the road and eliminate risks of illegal parking. In this case, the amount paid for the return of the vehicle is never reimbursed under any circumstances.

Driving under the influence of alcohol is criminally punishable under French law. For safety reasons, drivers with diplomatic status are advised to agree to a sobriety test that a law enforcement officer may ask them to perform.

- Some **types of behaviour are not compatible with the duties** performed by the members of missions (problems with neighbours, domestic violence, irreverent attitude, discourteous behaviour, etc.).

Waiver of immunity

The cases in which immunities are waived are set out by the Vienna Conventions. The sending State may regularly and expressly waive the immunity of its staff, without the staff's consent.

The waiver of immunity from jurisdiction is not held to imply waiver of immunity in respect of the execution of the judgment, for which a separate and express waiver is necessary.

- "*Persona non grata*"

The French State may, at any time, declare that diplomatic staff are not acceptable in French territory. This decision is binding on the receiving or sending State, which must recall the person concerned and ensure their effective departure from the territory.

The diplomatic staff may be declared *persona non grata* before arriving in French territory when their accreditation is unacceptable.

3. Consular or diplomatic bags

They must permit Governments to correspond with missions and missions to communicate with each other through sealed bags. Bags must bear visible external marks permitting their identification and bear the official seal of the sending State (or mission) with an inviolable closure.

They may not be opened, detained or submitted to electronic controls or X-rays. However, "if the competent authorities of the receiving State have serious reason to believe that the bag contains something other than the correspondence, documents or articles referred to [in the 1963 Vienna Convention], they may request that the bag be opened in their presence by an authorized representative of the sending State" (1963 Vienna Convention, Article 35.3). Diplomatic bags in transit circulate under the same conditions provided that they are identifiable as such.

The courier transporting the bag is provided with an official document attesting to the fact that it is a diplomatic or consulate bag, guaranteeing its inviolability and that of the courier until the bag is delivered to its consignee. It must visibly state that the consignor or consignee of these bags is an embassy or a consular post.

A bag may be entrusted to the captain of a commercial aircraft who must be provided with an official document indicating the number of packages constituting the bag.

V. CUSTOMS AND TAX PRIVILEGES

With regard to privileges, the regime applied in France to the diplomatic missions and consular posts and to their staff is founded on the principle, stated in the two Vienna Conventions on Diplomatic Relations of 18 April 1961 and on Consular Relations of 24 April 1963, and sets out in the preamble that "the purpose of such privileges and immunities is not to benefit individuals but to ensure the efficient performance of the functions of diplomatic missions as representing States".

With regard to international and European organizations, privileges are governed by reference texts such as headquarters agreements concluded between France and the international organization concerned having its headquarters in France or international conventions (namely of the United Nations and European Union).

This section explains the daily and current practice of the competent authorities in France. Information on courtesy related benefits, which are not systematically set out in the 1961 and 1963 Vienna Conventions, is provided but in no way binds the French authorities, particularly the Ministry of the Economy, Finance and the Recovery.

1. For entities

Premises

The official premises of the mission comprise the building used for diplomatic mission or consular post purposes and the residence of the head of mission. The diplomatic missions or consular posts are exempt from all national, regional or municipal dues and taxes in respect of the premises of the mission, whether owned or leased (Article 23 of the Vienna Convention on Diplomatic Relations of 18 April 1961 and Article 32 of the Vienna Convention on Consular Relations of 24 April 1963).

Value added tax and customs duties

The missions are eligible for a value added tax (VAT) refund of operating costs and property taxes under some circumstances.

Moreover, the receiving State grants the entry and exemption from custom duties for goods for the official use of the mission.

Service vehicles and fuel

The missions may acquire vehicles for their official use exempt from customs duties and VAT in France, in other European Union Member States or third countries. Their registration plates include the "CMD", "CD" or "C" series. They are eligible for a monthly tax-free fuel allowance per vehicle with "CMD", "CD" or "C" registration plates (200 litres per month).

The number of service vehicles attributed is determined by a quota based on the number of diplomatic staff.

If a vehicle is bought tax-free, the tax exemption and right to registration is renewable every two years. Moreover, registration certificates (*carte grise*) are issued at no cost.

SPECIAL SERIES REGISTRATION DOCUMENTS

New vehicle:

- Invoice not including tax of the garage (and 3 copies);
- 4 copies of form no. 1 (see "forms for foreign diplomats");
- 4 copies of form no. 2 (idem);
- Insurance certificate, valid for at least 3 months;

- 2 copies of both sides of the special residence permit;
- Original and copy of compliance certificate;
- Proof of address.

Important: The invoice must not include fuel costs.

Used vehicle:

- Invoice excluding or including tax;
- 4 copies of form no. 1;
- 4 copies of form no. 2;
- Original vehicle registration certificate and 2 copies;
- copies of both sides of the special residence permit;
- Certificate of transfer and 3 copies;
- Insurance certificate, valid for at least 3 months.

Used vehicle purchased tax-free by a diplomat and sold to another diplomat:

- Original of previous form no.2;
- Vehicle registration certificate and certificate of transfer;
- Insurance certificate, valid for at least 3 months (on which the box "duties and taxes have not been paid" should be ticked);
- Original vehicle registration certificate and 2 copies;
- Original registration plate return certificate if it involves another entity and another series.

Proof of application allows the diplomatic agent to obtain temporary registration pending special series registration.

	REGISTRATION PLATES	
Series	SCOPE	TYPE OF REGISTRATION PLATE
CMD	Service or personal vehicles of heads of diplomatic missions or	Orange lettering against a green background

CD	heads of international organizations	
	Service or personal vehicles of diplomatic staff	
C K	Service or personal vehicles of career consular officers	White lettering against a green background
	Personal vehicles of administrative and technical staff of embassies, consulates and possibly international organizations if set out in the headquarters agreement	

Regularization of vehicles with a special series registration plate

To sell a vehicle with a special series registration plate to a third party that does not have the same benefits, **duties and taxes** must be paid to the customs office corresponding to their place of residence. These provisions also apply in the event of the loss of diplomatic status (end of duties, transfer, retirement, etc.), destruction or theft. In this last case, the owner should, as soon as the theft is noted, contact the customs office.

The owner must also return **the registration plates** to the customs office that authorized the registration.

Documents required for regularization:

- Photocopy of the new registration certificate;
- Or export certificate;
- Or certificate of sale;
- Or scrappage certificate.

Alcohol

Overall alcohol allowances, calculated on the basis of the number of diplomatic staff, are also granted as an international courtesy to missions and international organizations for alcoholic beverages (champagnes and wines of less than 15% are not included in the allowance system).

2. For staff

Exemption of VAT and custom duties

As is the case for diplomatic missions and consular posts, members of their expatriated staff accredited by Protocol must pay VAT incorporated into the prices of goods and services that they purchase in France, but it will not be refunded.

However, the French administration allows them to be exempt from customs duties and VAT, under the exemption at source regime, in the four following cases:

1- Eligibility for exemption of personal effects in their **move** within six months after taking up their duties (this exemption is for all expatriates, regardless of their status);

- **Personal-use items** in the move of diplomatic and consular staff, imported from a third country to the European Union when it is the first move, are eligible to be exempt from duties and taxes. The same applies to a reasonable quantity of new items included in the move.

What are considered personal-use items?

Effects and furnishings (personal effects, household linen and furniture and appliances for personal use of the interested parties or for household needs); bikes, motorbikes, cars for private use and their trailers, caravans, campers, pleasure boats and tourism planes, household supplies, pets and equestrian animals.

These items must be sent in one shipment no more than six months after the staff member has taken up duties. This time period may be extended to twelve months solely for the goods being used from the country of origin of the interested party or the country in which they are working.

The exemption does not apply to storage and transport costs and other costs related to similar services.

The following import procedures must be followed:

- Provision of a detailed inventory (in two copies) stamped by the customs office;
- Presentation of a document attesting to the staff member's taking up duties in France.

It should be noted that that raw or sculpted ivory from elephants is subject to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). It must be registered in an inventory and have a CITES import permit issued by the competent regional directorate of the Ministry for the Ecological Transition.

Other merchandise may be subject to import restrictions. All the information in this regard may be obtained from regional customs directorates (see point V).

Diplomats and career consular officers are eligible, within certain limits, for exemption from duties and taxes for personal-use items from third countries to the European Union for the duration of their assignment.

Important: Customs exemptions are granted for merchandise imported from third countries to the European Union (EU), directly or after being placed under the economic customs regime (import storage, temporary admission, etc.). However, these imports are not under Protocol's remit and must be carried out by an accredited customs clearance officer.

2- **Exemption** introduction (via the DEFI application since October 2019, link <https://defi.douane.gouv.fr>) of goods and equipment needed for the move, purchased tax-free in a European Union member State, except for France, within six months of taking up duties (for diplomatic staff and consular officers only).

3- Purchase with exemption for **so-called quota products**, even beyond six months after the commencement of duties: fuel, alcohol, perfume, within the limits established by the French administration (for diplomatic staff and consular officers only).

4- Personal vehicles: procedures to obtain special series registration are the same (see service vehicles).

Members of diplomatic missions and consular posts, delegations and permanent representations and civil servants of international organizations (including administrative and technical staff but not expatriate service staff) may purchase, excluding or including taxes, one vehicle with special series (K) registration.

This privilege is granted to two vehicles for diplomatic staff and consular officers if the spouse also benefits from a special residence permit in the CMD, CD or CC/C category.

Staff tax status

As regards direct taxes, diplomatic staff (including administrative and technical staff as well as expatriate service staff) are not taxed on the payment from their government and are exempt from residence tax.

Important

- Customs and tax privileges granted to staff members of international organizations are governed by reference texts of these entities and consequently vary from one organization to the other.
- Staff with French nationality including persons with dual nationality, and staff with the status of permanent resident in France are not eligible for any tax privilege, apart from an exception (bilateral double taxation convention).

➤ **Income tax**

Subject to provisions of international tax conventions that may require compliance with certain conditions or provide for them in other terms, the members of diplomatic missions or consular posts, who are not French or permanent residents, are deemed to reside in the sending country. Their official remuneration is not taxable in France. Other income is taxable according to the rules applicable to non-resident taxpayers of France. This is the reason private income from a foreign source is exempt from income tax. However, private income from a French source (income from rents and property investments, etc.) remains taxable in France subject to provisions of bilateral tax conventions.

The exercise of private for-profit activities (income from industrial and commercial or non-commercial activity, wages and salaries) deprives the diplomat and members of their family of the status of non-resident and the benefit of tax privileges. In addition, the dependants authorized to carry out a remunerated activity in France are taxable under common law conditions as residents.

Honorary consular officers are exempt from income tax only on the basis of the representative fee compensation they receive in the course of their duties.

➤ **Property tax**

Property tax is paid by the owner of the premises. Only the official residence of heads of diplomatic missions and consular posts, which are part of official premises, is exempt from its payment. Other properties are subject to it.

➤ **Residential tax and audiovisual charges**

Residential tax is due by a renter or resident living in the property free of charge. Those who may be exempt solely for their main residence:

- Diplomatic staff;
- Career consular officers;
- Administrative and technical staff.

Documents

The following information should be included in the exemption application sent to Protocol along with a tax return:

- Surnames and first names of the position holder;
- The full number of the special residence permit;
- The date of arrival of the agent to the residence whose address is on the notice issued by the tax services.

➤ **Inheritance taxes**

The inheritance of a member of a diplomatic mission or consular post is processed as if the person concerned were living abroad. Consequently, taxes are payable on property in France, subject to the application of any convention to avoid double taxation when it comes to inheritance tax.

➤ **The single tax on insurance agreements**

Life insurance and life annuities contracts drawn up in France are exempt from the single tax on insurance agreements. However, it continues to be applied to other policies (car insurance for personal vehicles, fire insurance for the residence and its furnishings).

- Taxes and duties **paid as remuneration for special services rendered**, such as street cleaning taxes, sewage connection taxes, airport taxes (generally included in an airline ticket price) must systematically be paid (they can under no circumstances be exempt).

VI. PRIVATE AND FAMILY LIFE

1. The adherence to regulations relating to various restrictions and prohibitions

The merchandise exported by foreign staff of missions, which occurs in the course of their duties or on their own account, is generally exempt from foreign trade control procedures, with the exception of restriction measures to protect cultural heritage or environment, which remain applicable.

The documents set out in the regulations, relating to controls of the book trade, the movement of arms, ammunition and equipment, health and phytosanitary controls (including with relation to the protection of endangered fauna and flora species) and the control of medicines continue to be required.

Sums, titles or values (notes, coins, traveller cheques, letters of credit, etc.) must be declared to the customs office when crossing the border when the amount transported is equal or higher than €10,000 (or the exchange value in foreign currency).

➤ For additional procedures for certain goods to enter France

	Information to provide	For further information
Cats and dogs	Each cat or dog must:	

	<ul style="list-style-type: none"> - Be identified (microchip implanted under the skin or tattoo before 3 July 2011); - Have a valid rabies vaccination; - Have a rabies antibody titration. <p>Up to five pets may be brought into the country and they must be at least 16 weeks old.</p>	<p>Ministry of Agriculture and Food: https://agriculture.gouv.fr/animaux-de-compagnie-0</p> <p>Pets: https://www.douane.gouv.fr/particuliers/vous-voyagez/animaux-de-compagnie</p>
Other authorized animals (pet birds, rodents, etc.)	Certificates issued by an official veterinarian of the country of origin.	
All species of budgerigars and parrots protected by the Washington Convention with the exception of the Melopsitacus Undatus Budgerigar and the Calopsitte Budgerigar (Nymphus hillandicus)	Their import requires a CITES permit issued by the competent regional directorate of the Ministry for the Ecological Transition.	<p>Animal-based products: https://www.douane.gouv.fr/demarche/vous-recevez-par-colis-ou-transportez-dans-vos-bagages-des-produits-dorigine-animale</p>
Animal and animal-based products:	Only small quantities of products that are not banned may be imported without being subject to procedures (1kg or 2kg depending on the product).	<p>Endangered species: https://www.douane.gouv.fr/fiche/especies-de-la-faune-et-de-la-flore-sauvages-menacees-dextinction</p>
Endangered wild fauna and flora species and parts and products made from these species	CITES permit (Convention on International Trade in Endangered Species of Wild Fauna and Flora) issued by the Ministry for the Ecological Transition, Washington Convention office. CITES import permits are granted in the light of a CITES export permit issued by a management body of the exporting country.	<p>Medicine: https://www.douane.gouv.fr/demarche/vous-voyagez-avec-des-medicaments</p>
Medicine	The import of medicine is prohibited with the exception of those for personal use and transported personally.	

- The tax refund on **new merchandise** bought in France before departure may be requested with an export declaration such as the Single Administrative Document (SAD) directly established by the supplier.

To be exported, **cultural goods** must have a certificate, called a passport, issued by the Ministry of Culture (in most cases, the Museums of France Department, the office for the movement of cultural goods).

What are considered cultural goods?

Pictures and paintings executed entirely by hand, on any medium and in any material, worth over €150,000; original engravings and prints worth over €15,000; original sculptures or statuary worth over €50,000.

Goods worth, at the date of the request of the certificate, over or equal to these thresholds, are subject to procedures (annex of Council Regulation (EEC) No 3911/92 of 9 December 1992, on the export of cultural goods and Decree 93-124 of 29 January 1993 taken for application of Act 92/1477 of 31 December 1992).

2. Social protection

The mission staff who are foreign and holders of special residence permits are covered by the social protection scheme of their country of origin, except for participation in specific social risk coverage schemes in French-accredited private companies and bodies.

The missions may, for their staff, opt for specific social risk coverage schemes in French-accredited private companies and bodies.

Special residence permit holders do not qualify for family allowances.

3. Private staff

Private staff, employed and remunerated personally by diplomats or consular officers have a special status, giving them access and the right to reside in France the time they provide services to their employer.

Private employees must be between 18 and 60 years of age, have at least one language of communication in common with their employer and not be a member of their family. Under no circumstances may they be employed by another employer. Private

staff who have French nationality, dual nationality (French and other) or are long-term residents fall under French law.

The number of private employees is limited to:

- 1 person for the head of post or their first deputy;
- 1 for staff in international organizations who have a similar status to that of head of a diplomatic mission.

The mission for which the employer works must send an application to Protocol for a long-stay visa of the diplomatic visa (D PROMAE) category for the current or future private employees before they arrive in France.

Documents

- Surnames, first names, date and place of birth;
 - Photocopy of their passport, date of issuance and validity;
 - Address of the person concerned, email address and telephone number;
 - City of visa issuance;
 - Imperatively include with the application (practical information/forms for foreign diplomats - standard forms attached) a draft work contract in compliance with French labour law standards, indicating: the position, remuneration and benefits in kind, weekly work hours, weekly breaks and holidays, the commitment to take out an insurance policy, the commitment to allow them to keep their documents. The contract may be drawn up in English.
- These documents must be signed by the employer and the head of the diplomatic mission.

Once Protocol has studied the compliance of the application and has given a favourable opinion, the diplomatic mission or consular post that registered the application notifies the employee of the decision to grant them a long-stay visa.

Upon arrival in France, the embassy establishes a notification of appointment and commencement of duties (see forms for foreign diplomats section) in the name of the private staff then sends it to Protocol. In addition to general documents of mission staff, some specific information (in addition to those included in the application) are required:

- original work contract signed by the employer, the employee and the person from the embassy responsible for applying the mission's stamp;
- the employer's certificate of recruitment;

- copy of the diplomatic visa (D PRO MAE);
 - individual application (with photo and specimen signature);
 - original or copy of valid insurance certificate, taken out in France and indicating the risks covered.
- Upon receiving the full application, Protocol invites the private employee to personally collect their "private staff" category **special residence permit**. It is valid for one year and can be extended for a year, without however going beyond the date of validity of the employer's permit.

The renewal of the residence permit must include a valid original insurance certificate or a copy of one.

In the event of litigation between the private employee and employer, French labour law prevails.

- Residency in France of private staff is dependent upon that of the employer. When they leave their duties, they must provide notice of the **end of duties** of the employee that must, under the signed contract, return to their country of origin. The special residence permit of the employee must be returned.

Whether the private staff cease their duties because the employer departs or requests it, the employer must cover the cost of the return journey to the country of origin, without any deduction from the employee's salary, regardless of the circumstances under which the employment relationship ends.

4. Local staff

French labour and social protection legislation is applied to French nationals, people with dual nationality (French and other), long-term residents, staff in a diplomatic mission or a consular post.

Consequently, local staff benefit from French legislation and they qualify for family allowances. Their salary cannot be under the statutory minimum wage.

Staff must be, through their employer, covered by the French social security system, a complementary pension scheme (*caisse de retraite des expatriés* or CRE, or the *institution de retraite des cadres expatriés* or IRCA-FEX) and optionally, an unemployment insurance scheme.

European and international contracts proposed to local staff are admissible so long as the payroll and social guarantees are at least identical to those French legal contracts offer.

5. Professional activity of dependants

The staff members cannot have professional gainful activity in addition to their duties.

Dependants' work is subject to an exemption authorization issued by the Ministry of the Interior.

In this case, the concerned parties do not enjoy any immunities and cannot benefit from any tax or customs privileges for the issues relating to its professional activity.

A work permit application must be sent by the embassy concerned to Protocol, which will send it to the competent French administration to be examined. This permit is issued taking reciprocity into account (in this regard, it is automatic for European Union citizens).

Work permit holders are obliged to adhere to:

- tax regulations for income that it earns from its activity exercised in France;
- the obligation to pay social security contributions.

6. Children and schooling

In France, education is mandatory from 3 years of age to 16 years of age. Parents may choose to enrol their child in a public or private school or homeschool them

(www.service-public.fr/particuliers/vosdroits). Since the start of the 2020 school year, young people from 16 to 18 years of age are obliged to be enrolled in school or a training course.

Under 6 years of age

It is to be noted that children from 3 to 6 years of age are enrolled in **nursery school**, and children of 2 years of age if there are places available.

Children are to be registered in the first six months of the calendar year at their local city hall.

A special rule applies to daycare centres:

- Children who turn 3 years of age between September and 31 December may be enrolled in nursery school at the start of the school year in September;
- Children who turn 3 years of age between 1 January and 1 March may be enrolled if there are places available, starting on 1 January and up until the start of the February holidays at the latest;
- Children who turn 3 years of age after 1 March may stay in daycare until the start of the following school year.

Elementary education

In general, parents must enrol their children in their local school. Public education is free. Children who have never attended school in France may be enrolled directly in the elementary school or at their local city hall.

In Paris, children 6 years of age and older who do not speak French are directed by the local city hall to a school teaching the French language for beginners. Children under 6 years of age may attend traditional schools.

Secondary education

Secondary education is provided in general education secondary schools or vocational secondary schools. General education secondary schools prepare students in three years (*Seconde, Première* and *Terminale*) for the general and technological *baccalauréats*. Vocational secondary schools prepare students in two years for a

vocational training certificate (CAP); two additional years of study prepare students for the vocational *baccalauréat*.

To enrol children in middle or secondary school, it is necessary to go directly to the chosen school or the student section or department of the school inspectorate.

The children's understanding of the French language will be tested.

Higher education

In France, higher education includes many different systems:

- University education offers a wide range of programmes: general or vocational *licence* (three-year undergraduate course of study); *master 1* and *master 2* (two additional years of study after the *licence*); *doctorat* (three-year course of study after earning a *master 2*);
- Engineering and business *grandes écoles* recruit with a competitive exam, either directly after the *baccalauréat* for four or five years of study, or after an intensive two-year preparatory programme called *classes préparatoires* for three years of study;
- Vocational training programmes of two to three years prepare students holding a *baccalauréat* for the *brevet de technicien supérieur* (BTS) in *sections de techniciens supérieurs* (STS), and for a *diplôme universitaire de technologie* (DUT) at *Instituts universitaires de technologie* (IUT);
- Some education programmes have specific admission procedures and organization (medical, paramedical, pharmaceutical, arts, architecture studies).

To apply for higher education studies in France, foreign students must have a French *baccalauréat* or the equivalent and proof of a level of understanding of the French language required for the education programme desired.

Admission procedures can vary according to the type of school and course of study. The pre-registration procedure in the first year of higher education studies can be done online on the Parcoursup website, for the majority of programmes. The www.parcoursup.fr website provides information on all the higher education opportunities. Applicants submit their desired programmes and follow the progress of the processing of their application.

It is possible to **pursue higher education studies** in France and to apply for admission into a higher education programme. The higher education institution chosen is the only one authorized to validate a student's previous education qualifications.

Where to go for further information

Ministry of National Education, Youth and Sport (<http://www.education.gouv.fr/>)

Direction de l'Enseignement scolaire

107, rue de Grenelle – 75357 PARIS 07 SP

Tel.: + 33 (0)1 55 55 10 10

Information on the French education system is published in French and English for foreign nationals, as a priority.

The Office National d'Information sur les Enseignements et les Professions (ONISEP) provides brochures and publications on educational programmes and the job opportunities they offer.

www.onisep.fr

The Centre d'information et de Documentation Jeunesse (CIDJ) provides brochures and publications on education, programmes, jobs, employments, continuing education and practical tips. www.cidj.com

4, place du Louvre – 75001 Paris

Tel.: + 33 (0)1 88 40 41 80

Alliance Française: www.alliancefr.org/en

101, boulevard de Réamur – 75270 Paris

Tel.: + 33 (0)1 42 84 90 00

7. Accommodation

Accommodation is a free market with a huge variety of supply and demand.

For further information:

Confédération nationale du Logement (CNL) – Fédération de Paris

62, boulevard Richard Lenoir – 75011 PARIS

Tel.: +33 (0)1 47 00 96 20 Fax: +33 (0)1 43 57 04 97
<http://www.lacnl.com/federation-cn1-paris-75>
E-mail address: cn175@free.fr

8. Validating a foreign hunting permit

Temporary licence

Non-resident foreigners who hold a foreign hunting permit can be granted a hunting licence enabling them to hunt in France for a period of nine consecutive days, renewable three times. The permit is subject to payment of the departmental or national hunting fee for each period and temporary subscription to a hunting federation.

Documents

- 1 certificate of insurance valid in France;
- hunting licence issued in the country of origin or any other administrative document in lieu thereof;
- 1 identity document or passport;
- 2 identity photos, 35 x 45 mm.

Permanent permit

A permanent hunting permit can be issued upon passing a theory and practical exam. Issuance is subject to payment of stamp duty and an annual national hunting fee.

Hunting season

In France, hunting is only authorized at certain times of the year. Birds cannot be hunted during the nesting season or during the various stages of reproduction and rearing. Migratory birds cannot be hunted during their return trip to their nesting sites. Hunting with guns is prohibited from 6 a.m. on Wednesdays to 6 a.m. on Thursdays.

This validation must be requested directly from the relevant authorities. For further information:

The French Biodiversity Agency (OFB)
<https://ofb.gouv.fr>

VII. REFERENCE TEXTS

Vienna Convention on Diplomatic Relations 18 April 1961
(<https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000000698482>, pages 7 to 12)

Vienna Convention on Consular Relations 24 April 1963
(<https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000000698482>, pages 4 to 14)

**Direction du protocole d'État
et des événements diplomatiques**

**Sous-direction des privilèges et
immunités diplomatiques et consulaires**

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