



SUMMARY

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Maria QUINTAS for the Cards Office

Restitution of Swiss and French Cards



- At the end of your contract, your Swiss and French Cards and those of your family (if applicable) must be returned to the Cards Office in the HR Department.
- A certified copy will be given to you, in particular to facilitate an application for a residence permit in Switzerland if you wish to reside there.
- For cancellation of plates and final settlement of customs duties, please contact:
 - Vehicles registered in the French special series *431 K* and *431 CD* :
mobility.service@cern.ch
 - Vehicles registered with Swiss diplomatic number plates:
Installation.service@cern.ch

The 3-month courtesy period (after the end of the contract)



- Employees who are retiring may apply for a three-month courtesy period for them and their family members to organize their final departure from Switzerland or to regularize the remainder of their stay in Switzerland.
- This formality must be requested by the staff member while still at CERN. A “courtesy period” form must be submitted, one month and a half before the end of the CERN contract, to the Cards Office, which will then be forwarded to the Swiss Mission in Geneva.



- At the latest upon the expiry of the courtesy period, the holders of a Diplomatic Swiss Card must return the CD registration plates of their vehicle(s) to the competent Cantonal Service of their place of residence.
- At the same time, families holding a Ci permit must also return it to the competent Cantonal Service of their place of residence.
- Staff members who have given up their C permit when taking up employment at CERN will also have to make a demand via the competent Cantonal Office.

When to start the formalities for a B or a C Swiss Permit?



- It is recommended to submit your application, to the Cantonal office of the place of residence, 1.5 to 2 months before the end of your contract at CERN.
- Given the volume of files, it should be noted that waiting times can be significant.

Useful links for further information

- **OCPM Geneva:**

<https://www.ge.ch/organisation/office-cantonal-population-migrations-ocpm>

- **Competent authority in Lausanne:**

<https://www.lausanne.ch/de/officiel/administration/securite-et-economie/controle-des-habitants.html>

- **Swiss permanent mission in Geneva:**

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-stay/staying-end-functions.html>

- **Préfectures, residence in France:**

Préfecture de l'Ain:

<https://www.ain.gouv.fr/Demarches/Un-document-de-sejour-pour-etranger-une-naturalisation-francaise/Titre-de-sejour/Modalites-d-accueil-des-etrangers-a-la-prefecture-de-l-Ain>

Préfecture de la Haute-Savoie:

<https://www.haute-savoie.gouv.fr/Demarches/Etrangers-en-Haute-Savoie>

The Cards Office is at your disposal for any questions or further information.

*Human Resources Department
Office : 33/1-024*

→ The Cards Service is reachable by e-mail or phone.

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THANK YOU FOR YOUR ATTENTION

DO YOU HAVE ANY QUESTIONS?

