



CHECK LIST NNPF – First French Card(s) Request

Member of personnel and Family member(s)



Spouse/partner of the staff member (only if live in France):

- « **Fiche individuelle** » (see specimen in annexe 1) to be signed in black ink in the frame
- 3 identical ID photos in passport format to [French standards](#) not pre-cut**
Same criteria as member of personnel
- A legible valid passport or ID card copy (both sides if applicable)**
Same criteria as member of personnel
- Legible copy of long-stay visa D Pro MAE card (if applicable – for non-European nationals including British national)**
Same criteria as member of personnel
- Copy of the marriage certificate or civil solidarity pact (PACS) or its equivalent** (legal document)
 - Original document accompanied by a French translation
 - Translation possible at the national consulate/embassy or at the [Official translation service in Geneva](#), or online within 48 hours at: <https://www.directory-sworn-translator.com/>
- « **Notification d'arrivée en France d'un membre de famille** » form (**NNPF Family Member**)
 - See explanatory specimen in appendix 3
 - To be attached in the same ticket as the main Member of personnel's one.

Child(ren) of the Member of personnel (only if live in France):

- « **Fiche individuelle** » (see specimen in annexe 1) to be signed in black ink in the frame by the Member of personnel if the child is under 18
- 3 identical ID photos in passport format to [French standards](#) not pre-cut**
Same criteria as member of personnel
- A legible valid passport or ID card copy (both sides if applicable)**
Same criteria as member of personnel
- Legible copy of long-stay visa D Pro MAE card (if applicable – for non-European nationals including British national)**
Same criteria as member of personnel
- Copy of birth certificate** for children under the age of 21 years old
 - Original document accompanied by a French translation
 - Translation possible at the national consulate/embassy or at the [Official translation service in Geneva](#), or online within 48 hours at: <https://www.directory-sworn-translator.com/>
- Certificate of support and certificate of schooling** for children over 18 years old
- «**Notification d'arrivée en France d'un membre de famille**» form (**NNPF Family Member**)
 - See explanatory specimen in appendix 3
 - To be attached in the same ticket as the main Member of personnel's one.





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Annexe 1 : Fiche individuelle

MINISTÈRE DES AFFAIRES ÉTRANGÈRES ET EUROPÉENNES			
PROTOCOLE			
FICHE INDIVIDUELLE, pour Titulaire ou Ayant droit (1 exemplaire) Membre d'une Ambassade, d'un Consulat, d'une Organisation Internationale ou d'une Délégation permanente			
<input checked="" type="checkbox"/> M.	<input type="checkbox"/> Mme	<input type="checkbox"/> Mlle	(*) EN CARACTÈRES D'IMPRIMERIE
Nom de naissance (*)	■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
Prénoms (*)	■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
Nom marital (*)	■ ■ ■ ■ ■ ■ ■ ■ ■ ■		
Né(e) le	■ ■ ■ ■ ■ ■ ■ ■ ■ ■	Pays	ESPAGNE
		Photographie Récente et conforme Format 35x40 A COLLER	
Signature de l'intéressé(e) exclusivement à l'intérieur du cadre et à l'encre noire			
Fait à Genève		Le 26/11/2021	

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