

CHECK LIST NNPF – First French Card(s) Request

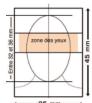
Member of personnel and Family member(s)



Member of personnel:

- "Fiche individuelle" (see specimen in annexe 1) to be signed in black ink in the frame: https://cds.cern.ch/record/1706306/files/Fiche individuelle.doc
- ☐ 3 identical ID photos in passport format (on paper) based on criteria for photograph acceptance at the French diplomacy website (Machine « Prontophot » au bâtiment 60) not precut with name/CERNID written
 - O Dimension 3.5 x 4,5 cm
 - Uniform and light background
 - Bareheaded (no hat, scarf, etc.)
 - o Face clear, eyes open, glasses without glare
- ☐ A legible valid passport or ID card copy (both sides if applicable)
 - o the identity document must be valid for more than 3 months
 - the copy must include the machine readable area at the bottom of the identity document







- ☐ If living in France: for non-European nationals including British nationals, a copy of visa D long stay Pro MAE for France
- ☐ If living in Switzerland: for non-European nationals including British nationals, a copy of the Swiss legitimation card (when you receive your Swiss card)







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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 <u>French standards</u> 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 <u>French standards</u> 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

