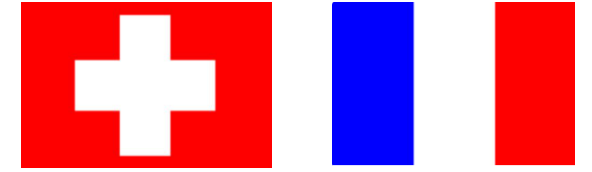




French & Swiss Cards

Welcome Session

French and Swiss Cards



- **Introduction**
- **NEWCOMERS Procedure**
 - Swiss cards
 - French cards
- **CHANGE of STATUS – Procedure**
- **Miscellaneous: Opening a Bank account, green plates**
- **Arrival / Departure DECLARATION in Switzerland**
- **Questions?**

French and Swiss Cards – introduction

- **These are your special residency and work permits = essential documents**
- **Do I need one?**
 - Yes, if working time > 50% and contract duration > 3 months.
- **When do I request them?**
 - Cards can only be requested if you have already arrived in the local area
- **I already have a Swiss permit, do I need to return it?**
 - Yes, we will send it to the Swiss mission in exchange of your new Swiss card.
- **I have a temporary local address, is this ok?**
 - Yes (CH) and No (FR)



NEWCOMERS – Swiss cards



For all CERN members of Personnel

No need to fill in a form – we will do the necessary

Please follow the following steps

- 1. Establish first your access card in Building [33/Ground floor \(CERN Community Support Center\)](#)**
- 2. Complete the [EDH Local Address Change form](#)** (this could also be a CERN hostel, or a friend's house) *If you already have an address registered in the CERN database, please check if the information is correct;*
- 3. If you hold a Swiss work permit type B, C, G or L, please hand it in to Building 33 in an envelope addressed to “Cards Service” – from Monday to Friday 7:00 AM-6:30 PM.**

If you live in Switzerland, a Swiss Card will be requested for your family members as well (so also need for access card), providing they are not Swiss.

It takes about 3-4 weeks before the card arrives

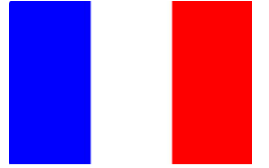


FAMILY MEMBERS: SPOUSES, RECOGNISED PARTNERS & CHILDREN



- **The request for a Swiss card is mandatory for the spouse/partner and children who meet the following conditions of award:**
 - Living in CH
 - they must not be of Swiss nationality,
 - they must live under the same roof* as the member of the personnel,
 - children must be unmarried and dependent on the member of the personnel.
- **Spouses/partners wishing to take up gainful employment in Switzerland must apply for a 'permis Ci' certificate.**
- **Family with EU/AELE nationality may ask the Cantonal Population Office of their canton of residence to keep / be issued with a residence permit (B permit) instead of a *carte de légitimation*.**

NEWCOMERS – French cards



For all CERN members of Personnel and their family members except:

- French nationals, living in France;
- All those who have been residing in France for over 3 months and their family members;
- Family members domiciliated in Switzerland.

Details and checklist in Welcome email

1. Complete the [Local Address form](#) with your permanent address
2. Complete your [application form](#)(s), using the [help page](#)
3. Attach all necessary justifications electronically to the form(s) – See checklist (**except photos** to be hand-delivered to building [33/Esplanade des particules](#))

Please upload these documents as soon as possible (don't wait until we ask !).

The initial application for the French card request must be made as soon as you start your CERN contract, within a deadline of two months after your arrival in the local area (France or Switzerland)

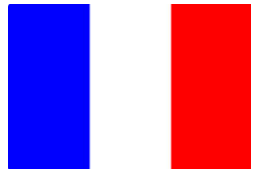
Currently longer delays up to 4 months



Change of status



SWISS CARD: please drop your Swiss legitimation card(s) related to your previous contract in an envelope for: « CARDS SERVICE – Change of Status » with your name and CERN ID, in Building [33/ Ground floor](#)



FRENCH CARD: Considering the long delays, we do not ask you to change your card now, we will do the change of status when the card needs to be renewed.

MISCELLANEOUS



Opening a swiss Bank account

UBS Bank, in particular on the CERN site, will ask for a copy of your Swiss Card.

Please be patient and allow time for the Swiss Card to be requested ([min.3 weeks after arrival](#))

You will be notified by email when your card is available in Building 33/ Ground floor

Green plates

[Green-plate registration](#) is limited to vehicles belonging to members of personnel with a special residence permit for France. Please contact the [CERN Mobility Centre](#) for further detailed information.



Arrival/change of address in Switzerland and Swiss “Attestation de départ”

The Swiss authorities strongly recommend that members of the personnel declare their arrival in Switzerland and any change of address, particularly if they have children of school age. Upon departure you will also have to declare your leaving to the same authority.

- **Arrival and change of address in Switzerland:**
 - In the **Canton of Geneva**: Declaration should be made to the *Office cantonal de la population et des migrations* (OCPM), either by post or via the online “e-démarches “ procedure.
 - In the **Canton of Vaud**: Declaration should be made to the *Contrôle de l’habitant* for the commune in which you live.
- **Declaration of departure and the “attestation de depart”**: some formalities linked to leaving Switzerland (e.g. lease termination, customs declaration, bank account closure or insurance policy cancellation) may require an “attestation de départ” (certificate of departure) that will only be issued to people who have previously declared their arrival.
- <https://home.cern/news/official-news/cern/arrivalchange-address-switzerland-and-swiss-attestation-de-depart>

Questions?

