



## Card Services

The Ministry of Foreign Affairs and International Cooperation provides specialized card services through its Protocol Department to support the operations of diplomatic missions, consulates, international and regional organizations, and local staff affiliated with these entities. Additionally, cards for Ministry staff are issued under the directive of the Permanent Secretary via the HR Department.

### 1. Diplomatic and Consular ID Cards

Managed by the Protocol Department, these cards are issued to:

- Accredited diplomats and consular officials.
- Staff of international and regional organizations.
- Local personnel working within diplomatic missions and organizations.

These cards serve as official identification, ensuring access to privileges and compliance with diplomatic protocols.

### 2. ID Cards for Ministry Staff

For Ministry of Foreign Affairs personnel, ID cards are issued upon approval by the Permanent Secretary and coordinated through the HR Department. This ensures proper verification and streamlined administrative processes.

### 3. Renewal and Modification Services

The Protocol Department facilitates:

- Renewal of ID cards for continued validity.
- Updates to reflect changes in name, designation, or dependents.

These services ensure accurate and up-to-date identification for all cardholders.

### 4. Replacement of Lost or Damaged Cards

Efficient replacement services are available for cards that are lost or damaged, ensuring minimal disruption to official activities.

### 5. Return or Cancellation of Cards

The Protocol Department oversees the return or cancellation of cards for diplomats, consular officials, and local staff at the conclusion of their roles or tenures.

For Ministry staff, this process is managed by the HR Department under the direction of the Permanent Secretary.