



our reference

P0.0/PRO.3143/24.03.2020/COVID-19/1

The Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation, Protocol Directorate presents its compliments to the diplomatic and consular missions as well as to the international organizations established in Belgium, and, has the honour to provide them, taking into account the current exceptional situation, the following information relating to special residence permits.

To date, the reception desk of the Protocol Directorate is opened once a week on Friday from 9 a.m. to 12 p.m. The special residence permits (SRP) can still be withdrawn until further notice.

The following provisions apply:

- In principle, urgent requests are no longer possible and additional delays are to be expected.
- Since a lot of employees of the Protocol Directorate are doing telework, the missions and international organizations are invited to also send a digital copy of their requests to the generic mailbox Protocol.directorate@diplobel.fed.be.

1. Requests for new SRP:

Travel to Belgium is not recommended. Requests for new members of international organizations or diplomatic or consular missions should therefore be limited as much as possible.

If the operation of the mission requires it, the request will be processed in accordance with point 5.1.3 of the Protocol Guide, but exclusively by post. Upon receipt of the **complete** file at the Protocol Directorate, a file will be created. The file number can be communicated, on request, to the institution or mission.

2. Renewal requests (for members of personnel already in service):

Requests are made in accordance with point 5.1.4 of the Protocol Guide, **exclusively by mail.**

However, point 5.1.4.2 of the Protocol Guide specifies that renewal requests can be made no later than three months after the expiration date. It follows that people (holders or family members) whose has expired less than 3 months ago do not lose their privileged status. There is no need to renew the special residence permits during this 3 month period. This makes it possible to **limit non-essential movements**.

Furthermore, the Protocol Directorate reminds international missions and organizations that practical information concerning them, linked to the current situation, can be found on a specific page on the SPF website. This page is updated as often as possible: it is strongly advised to visit it regularly. A summary of the **verbal notes related to the Covid-19 crisis is available**.

The Federal Public Service for Foreign Affairs, Foreign Trade and Development Cooperation takes this opportunity to renew to the diplomatic and consular missions and to the international organizations the assurances of its highest consideration.

Done in Brussels on 24/03/2020

To the diplomatic and consular missions and
to international organizations in Brussels

