

## ANNEX I

### DOCUMENTS REQUIRED FOR APPLYING FOR OR RENEWING A DIPLOMATIC VISA

#### **A. For diplomatic agents of diplomatic missions and consular posts accredited to Madagascar:**

1. Verbal note
2. a diplomatic passport valid for at least six months from the date of arrival in the territory of Madagascar
3. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
4. a copy of the mission/travel order or Decree, notice of appointment/letter of assignment of the accrediting State.
5. copy of the accreditation letter ("Lettre d'Agrément") or exequatur (for Heads of Mission).
6. Three (03) passport photographs in 4x4 format.
7. flight plan/ travel itinerary (for a 72-hour entry visa)

#### **B. For officials of regional and international organizations and specialized agencies with diplomatic status assigned to Madagascar:**

1. Verbal note
2. a diplomatic "Laissez-passer" valid for at least six months from the date of arrival on Malagasy territory
3. a copy of the diplomatic "Laissez-passer" and, where appropriate, of the page with entry visa
4. a copy of the accreditation letter or exequatur (for Heads of Mission).
5. Three (03) passport photographs in 4x4 format.
6. flight plan/ travel itinerary (for a 72-hour entry visa)

#### **C. For diplomatic agents or senior foreign officials carrying out missions in Madagascar:**

1. Verbal note
2. diplomatic passport or official passport valid for at least six months from the date of arrival on Madagascar's territory
3. a copy of the first pages of the above-mentioned passport or "Laissez-passer" and, where appropriate, of the page with entry visa
4. a copy of the mission/travel order from the accrediting State.
5. Three (03) passport photographs in 4x4 format.
6. flight plan/ travel itinerary (for a 72-hour entry visa)

#### **D. For the family members of the principal assignee:**

1. Verbal note
2. a diplomatic passport valid for at least six months from the date of arrival on Madagascar's territory
3. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
4. a copy of the letter of assignment from the accrediting State of the principal assignee
5. a copy of the principal assignee's passport and, where appropriate, of the page with entry visa
6. Civil Status Document (Marriage Act and Birth Certificate or Adoption Certificate)
7. parental authorization (for minors)
8. Three (03) passport photos in 4x4 format.
9. flight plan/travel itinerary (for a 72-hour entry visa)

#### **E. For each application for a diplomatic card separate from the diplomatic visa:**

1. Verbal note
2. copy of the first pages of the applicant's passport and valid visa
3. Three (03) passport photos in 4x4 format

## ANNEX II

### DOCUMENTS REQUIRED FOR APPLYING FOR OR RENEWING A COURTESY VISA

- A. For technical and administrative staff of diplomatic and consular missions accredited to Madagascar, officials of regional and international organizations assigned to Madagascar and technical and administrative staff of specialized agencies:**
1. Verbal note
  2. a service passport, official passport or "Laissez-passer" valid for at least six months from the date of arrival on Madagascar's territory
  3. a copy of the first pages of the above-mentioned passport or "Laissez-passer" and, where appropriate, of the page with entry visa
  4. Letter of assignment from the accrediting State.
  5. Three (03) passport photographs in 4x4 format.
  6. flight plan/travel itinerary (for a 72-hour entry visa)
- B. For civilian and military officials of foreign States without diplomatic status, holders of official or service passports carrying out government missions authorized by the Malagasy Government:**
1. Verbal note
  2. a service or official passport valid for at least six months from the date of arrival in the territory of Madagascar
  3. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
  4. Letter of assignment from the accrediting State.
  5. accreditation letter ("*Lettre d'Agrément*") from the Government of Madagascar
  6. Three (03) passport photos in 4x4 format.
  7. flight plan/travel itinerary (for a 72-hour entry visa)
- C. For technical assistant in the framework of a development project through a bilateral agreement between the Malagasy State and a foreign State:**
1. visa request to the Ministry of Foreign Affairs by the corresponding sectoral Ministries
  2. a service or official passport valid for at least six months from the date of arrival on Madagascar's territory
  3. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
  4. a copy of the bilateral agreement between the Malagasy State and the foreign State
  5. Terms of reference of the technical assistant
  6. a copy of the progress report and the yearly program (should it be a renewal application)
  7. Three (03) passport photos in 4x4 format.
  8. flight plan/travel itinerary (for a 72-hour entry visa)
- D. For persons invited by the Malagasy State whose courtesy visa has been approved by the Ministry of Foreign Affairs:**
1. Invitation letter (or official paper proving decision of the Malagasy Government to host the event).
  2. visa request from the sectoral Ministry or event organizer for invited guests to the Malagasy Ministry of Foreign Affairs
  3. a service passport valid for at least six months from the date of arrival on Madagascar's territory
  4. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
  5. Three (03) passport photos in 4x4 format.
  6. flight plan/travel itinerary (for 72-hour entry visa)

**E. For the family members of the right-holders :**

1. Verbal note / request letter from the relevant ministries to the Malagasy Minister of Foreign Affairs
2. a service, official or passport valid for at least six months from the date of arrival in the territory of Madagascar
3. a copy of the first pages of the above-mentioned passport or "Laissez-passer" and, where appropriate, of the page with entry visa
4. copy of the mission/travel order of the accrediting State of the principal assignee
5. a copy of the principal assignee's passport and, where appropriate, of the page with entry visa
6. Civil Status Document (Marriage Act and Birth Certificate or Adoption Certificate)
7. parental authorization signed and legalized by the competent authorities (for minors)
8. Three (03) passport photos in 4x4 format.
9. flight plan/travel itinerary (for 72-hour entry visa)

**F. For the private domestic staff of diplomats:**

1. Verbal note
2. a travel or service passport valid for at least six months from the date of arrival on Madagascar's territory
3. a copy of the first pages of the above-mentioned passport and, where appropriate, of the page with entry visa
4. a copy of the passport and, where appropriate, of the last visa obtained during former services.
5. an employment contract endorsed by the Ministry of Foreign Affairs
6. Certificate of membership of the "Caisse Nationale de Prévoyance Sociale (CNAPS - National Social Insurance Fund) (unless the person is already subject to the social security provisions of another country).
7. a certificate of membership to an occupational health service or a certificate of affiliation to a health-care coverage (unless the person is already subject to the social security provisions of another country).
8. Three (03) passport photos in 4x4 format.
9. flight plan/travel itinerary (for 72-hour entry visa)

**G. For each application for a residence permit which is separate from the courtesy visa:**

1. Verbal note / letter of support from the relevant/ corresponding sectoral ministries addressed to the Malagasy foreign Minister
2. Copy of the first pages of the passport of the applicant and of the valid visa.
3. Three (03) passport photographs in 4x4 format.

**Contact :**

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