



To be completed in **BLOCK CAPITALS**, dated and signed before mailing. Additional instructions on the back.

1. Beneficiary



NE PAS AGRAFER

- 1.1 Surname(s): ..... 1.2 Unmarried name: .....  
1.3 Given name(s): ..... 1.4 Nationality: .....  
1.5 Date of birth: ..... 1.6 Place of birth: .....  
1.7 Gender: ☐ F ☐ M  
1.8 Marital status: ..... 1.9 Date and place of event : .....  
(copy of civil status certificate except for unmarried persons)  
1.10 Mother's surname(s): ..... Given name(s): .....  
1.11 Father's surname(s): ..... Given name(s): .....  
1.12 E-mail address: ..... 1.13 Phone number: .....  
1.14 Date of arrival in Geneva: .....  
1.15 FDFA legitimation card No: .....  
1.16 Card type: .....  
1.17 Permanent representation or international organisations name: .....

2. Address in Geneva

- 2.1 Owner: ☐ Tenant: ☐ (copy of the lease to be attached) Subtenant: ☐ (landlord's written confirmation to be attached)  
2.2 Street: ..... No : ..... 2.3 Appartement No : .....  
2.4 Postal code: ..... 2.5 Locality: .....  
2.6 C/O Surname: ..... 2.7 Given name: .....  
2.8 Official housing number: ..... 2.9 Floor: ..... 2.10 Number of rooms .....  
2.11 Previous stay in Geneva: ☐ Yes ☐ No

3. Arriving from

- 3.1 Locality: ..... 3.2 Country: .....

4. Spouse/partner Arriving also in Geneva? ☐ No ☐ Yes (if yes, individual form to be completed)

- 4.1 Surname(s): ..... 4.2 Unmarried name(s): .....  
4.3 Given name(s): ..... 4.4 Nationality: .....  
4.5 Date of birth: ..... 4.6 Gender : ☐ F ☐ M

5. Children

- | 5.1 Surname(s) | 5.2 Given name(s) | 5.3 Date of birth | 5.4 Gender  | 5.5 Arriving also in Geneva?<br>(if yes, individual form to be completed) |
|----------------|-------------------|-------------------|---|---|
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> Yes <input type="checkbox"/> No                  |


The undersigned certifies that the information given is complete and accurate.

Place/Date: ..... Signature: .....  
(Beneficiary or proxy)

Space only for use of the Administration

#Invoice: .....  
Attendant: .....  
Notes: .....

## INSTRUCTIONS to fill out Form OI

<b>Formalities</b>	Your move can be announced. <b>This process is optional.</b> (article 17 alinéa 4, OLEH).
<b>Procedure</b>	<div></div> <div>Announcement to be mailed to following address:  Office cantonal de la population et des migrations Case postale 2652 - 1211 Genève 2  Online: <a href="https://www.ge.ch/annoncer-mon-arrivee-ocpm">https://www.ge.ch/annoncer-mon-arrivee-ocpm</a></div>
<b>Mandatory documents</b>	<div>Form OI duly completed, dated and signed</div> <div>Color photocopy of a valid I.D.</div> <div>Copy of lease, or landlord's attestation - form AL (with copy of his main lease and his I.D.)</div> <div>Copy of CDL card</div> <div><b>If divorced or unmarried parent arriving alone with children:</b></div> <div>Evidence of parental authority for children arriving with only one parent or form EM</div>

Any event (such as change of adress, birth, marriage, divorce or separation) have to be reported to the Swiss Mission through your Permanent representation or international organisation.