



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

## Kind of departure

- ☐ Permanent departure\* ☐ Temporary departure (only non EU-EFTA B work permits)  
☐ Absence authorization (only C permits)

\* When a permanent departure is announced, the rights pertaining to residency (L or B permits) and settlement (C permits) definitely come to an end the day following the departure. A new authorization shall have to be submitted in case of return. A UK national who is granted acquired rights under the AFMP and who announces a permanent departure shall irrevocably lose his rights.

## 1. Beneficiary

- 1.1 Surname(s): ..... 1.2 Given name(s): .....  
1.3 Nationality (origin): ..... 1.4 Gender: ☐ F ☐ M  
1.5 Date of birth: ..... 1.6 Place of birth: .....  
1.7 Marital status: ..... 1.8 Phone number: .....  
1.9 E-mail address: .....

## 2. Address in Geneva

- 2.1 As of: .....  
2.2 Street: ..... No.: ..... 2.3 Apartment No : .....  
2.4 Postal Code : ..... 2.5 Locality: .....  
2.6 c/o Name(s): ..... 2.7 Given name(s): .....  
2.8 Official housing number: ..... 2.9 Floor: ..... 2.10 Number of rooms: .....

## 3. Departure

- 3.1 Departure date: ..... 3.2 Return date (in case of temporary departure) : .....  
3.3 Destination (new address): .....  
Location: ..... Country: .....  
3.4 Do you maintain an address in Geneva? ☐ Yes \* ☐ No  
\* (Only in the case of a temporary departure. Does not apply to Swiss nationals)  
3.5 Do you maintain an activity in Geneva? ☐ Yes (if yes, see practical information) ☐ No

## 4. Does departure also concern your spouse/partner? ☐ No ☐ Yes (if yes, individual form to be completed)

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

## 5. Children (adult children over 18 must complete an individual form)

- | 5.1 Surname(s) | 5.2 Given name(s) | 5.3 Date of birth | 5.4 Gender  | 5.5 Is child concerned?                                  |
|----------------|-------------------|-------------------|---|--|
| .....          | .....             | .....             | <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 |
| .....          | .....             | .....             | <input type="checkbox"/> F <input type="checkbox"/> M | <input type="checkbox"/> Yes <input type="checkbox"/> No |

This form must be completed with accurate and complete information. Any person who falsely completes this form is subject to criminal prosecution.


Place/Date: ..... Signature: .....  
(Beneficiary or legal representative)

Place/Date: ..... Signature: .....  
(The other parent, in case of joint parental custody)

## Space only for use of the Administration

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

## INSTRUCTIONS to fill out Form D

<b>Formalities</b>	<p>Departure from Geneva to take up residence in another canton or abroad may be communicated in the month preceding departure but must be announced to the Office at the latest <b>two weeks prior to the effective departure date</b>.</p> <p>Foreign nationals and third parties involved in a procedure under this Law should cooperate to establish the decisive fact findings for its application. In particular, they should provide accurate and complete indications and necessary relevant evidence.</p>
<b>Procedure</b>	 <p>The departure announcement should be mailed to following address:</p> <p style="margin-left: 40px;">Office cantonal de la population et des migrations Case postale 2652 1211 Genève 2</p> <p>Online: <a href="https://www.ge.ch/annoncer-mon-depart-ocpm">https://www.ge.ch/annoncer-mon-depart-ocpm</a></p>
<b>Supporting documents</b>	<p>Form D duly completed, dated and signed;</p> <p>A color photocopy of a valid identity document;</p>
<b>Additionnal documents</b>	<p>In case of joint parental authority, if the child leaves the canton with only one parent: written authorization signed by the other parent or decision by the judge or by the child protection authority or form EM.*</p>
<b>Temporary absence of C permit holders:</b>	<p>Original C Permit Motivation letter</p> <p>A fee of 65 Swiss Francs (30 Swiss Francs for minors) is charged. An invoice will be send after the announcement.</p>
<b>Temporary departure of non EU-EFTA B work permit holders:</b>	<p>Motivation letter issued by the employer</p>
<b>Practical information</b>	<p><b>*In case of joint parental authority:</b></p> <p>A parent exercising joint parental authority may only change the child's place of residence with the consent of the other parent, or upon a judge's decision or that of the child protection authority in following cases: (a) if the new place of residence is abroad; b) if the move has significant consequences for the other parent's authority exercise or for maintaining personal relationships.</p> <hr/> <p><b>Keeping a profitable activity in Geneva:</b></p> <p>If you continue exercising your profitable activity in Geneva, you must make, within 10 days following your departure, a formal and irrevocable choice between the health insurance of your new country of residence or the Swiss health insurance system (LAMal). Relevant health insurance service to be informed: Service de l'assurance maladie, Route de Frontenex, 62 - 1207 Genève. Tel: 022.546.19.28 from 9.00 am to 11.30 am e-mail address: <a href="mailto:sam@etat.ge.ch">sam@etat.ge.ch</a></p> <hr/> <p><b>Swiss Nationals:</b></p> <p>You are required to announce your arrival and your new place of residence to the official Swiss representation abroad or to the relevant cantonal authorities.</p> <hr/> <p><b>Foreign Nationals:</b></p> <p><u>C Permits</u> : In case of temporary stay abroad (for educational, military service or other purposes), upon request, the permit can be maintained up to four years (Art. 61, al 2, LEI). A duly justified leave request must be submitted to the Office within 6 months following the departure.</p> <p><u>Non EU-EFTA B work permits</u> : Applies only to foreigners of non-EU nationality who have been admitted for the purpose of gainful employment and have been granted a residence permit within the limits of the quota, if the temporary departure abroad is on behalf of their employer or for the purpose of further training for a maximum of four years. The return authorization must be applied for before the actual departure.</p> <p>Tax Administration Address:</p> <p style="margin-left: 40px;">Administration fiscale cantonale Rue du Stand, 26 - 1205 Genève Website : <a href="http://ge.ch/impots">http://ge.ch/impots</a></p>

### Details concerning departure certificate:

A departure certificate may be issued at the earliest one month before the effective date of departure; it may be useful for official formalities such as customs, banking, consular, or other administrative purposes. A departure certificate may also be applied for later on. There is no "family" certificate. If more than one member of your family needs a certificate, you must order one for each person.

**A departure certificate can be ordered online 15 working days after the departure announcement:**

**[ge.ch/obtenir-attestation-ocpm/commander-attestation-depart](https://ge.ch/obtenir-attestation-ocpm/commander-attestation-depart)**