

Departure Announcement



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)						•	
mi ret	When a permanent departure is announced, the rig ts) definitely come to an end the day following the turn. A UK national who is granted acquired rights to evocably lose his rights.	depa	rture. A new author	ization shall have	to be submit	ted in case of	
1.	Beneficiary						
1.1	Surname(s):	1.2	Given name(s):				
1.3	Nationality (origin):	1.4	Gender: □ F	□М			
1.5	Date of birth:						
1.7	Marital status:						
1.9 2.	E-mail address: Address in Geneva						
۷.	Address III Geneva						
	As of:						
2.2	Street:		No.:	2.3 Appartme	ent 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. 3.1	Departure Departure date:	3.2	Return date (in case)	of temporary departure):			
0.0	Location:		Country:				
3 /	Do you maintain an address in Geneva?			□ No			
3.4	Do you maintain an address in Geneva!		* (Only in the case of a tempora		to Swiss nationals)		
3.5	Do you maintain an activity in Geneva?		☐ Yes (if yes, see practical	al information) 🔲 No			
4.	Does departure also concern your spouse/par	tner	P□No □ Yes (if y	es, individual form to be	e completed)		
4.1	Surname(s):	4.2	Unmarried name:				
4.3	Given name(s):	4.4	Nationality:				
4.5	Date of birth:			□M			
5.	Children (adult children over 18 must complet 5.1 Surname(s) 5.2 Given name(s)	e an	individual form) 5.3 Date of birt	h 5.4 Gender	5.5 Is child	concerned?	
	· ,				□ Yes	□ No	
					□ Yes	□ No	
					☐ Yes	□ No	
				DF DM	☐ Yes	□ No	
This	s form must be completed with accurate and compl	lete ir	nformation. Any per	son who falsely co	ompletes this	form	
is s	ubject to criminal prosecution.						
Plac	ce/Date:		Signature:				
			Signature: (Beneficiary or legal reprensentative)				
Place/Date: Signature: (The other parent, in case of joint parental custody)							
			S	Space only for use of the Administration			

#Invoice:

Attendant: Notes:

INSTRUCTIONS to fill out Form D

Formalities	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 two weeks prior to the effective departure date .
	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.
Procedure	The departure announcement should be mailed to following address: Office cantonal de la population et des migrations Case postale 2652 1211 Genève 2
	Online: https://www.ge.ch/annoncer-mon-depart-ocpm
Supporting documents	Form D duly completed, dated and signed;
	A color photocopy of a valid identity document;
Additionnal documents	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.*
Temporary absence of	Original C Permit
C permit holders:	Motivation letter
	A fee of 65 Swiss Francs (30 Swiss Francs for minors) is charged. An invoice will be send after the announcement.
Temporary departure of non EU-EFTA B work permit holders:	Motivation letter issued by the employer
Practical information	*In case of joint parental authority:
Tractical information	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.
	Keeping a profitable activity in Geneva: 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: sam@etat.ge.ch
	Swiss Nationals: 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.
	Foreign Nationals: <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.
	Non EU-EFTA B work permits: 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.
	Tax Administration Address:
	Administration fiscale cantonale Rue du Stand, 26 - 1205 Genève Website : http://ge.ch/impots
	Details concerning departure contificates

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