


INSTRUCTIONS to fill out Form D

Formalities	<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 two weeks prior to the effective departure date.</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>
Procedure	 <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: https://www.ge.ch/annoncer-mon-depart-ocpm</p>
Supporting documents	<p>Form D duly completed, dated and signed;</p> <p>A color photocopy of a valid identity document;</p>
Additional documents	<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>
Temporary absence of C permit holders:	<p>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>
Temporary departure of non EU-EFTA B work permit holders:	<p>Motivation letter issued by the employer</p>
Practical information	<p>*In case of joint parental authority:</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>Keeping a profitable activity in Geneva:</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: sam@etat.ge.ch</p> <hr/> <p>Swiss Nationals:</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>Foreign Nationals:</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 : http://ge.ch/impots</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