

15 September 2006

**BUREAU OF THE ASSEMBLY OF STATES PARTIES
THE HAGUE WORKING GROUP**

Paper submitted by the host State

**APPLICATION PROCESS
FOR REPRESENTATIVES OF STATES TO THE ASSEMBLY OF STATES
PARTIES REQUIRING A VISA TO ENTER THE TERRITORY OF
THE NETHERLANDS**

In order to facilitate the visa application of representatives of States (both States Parties as well as Observer States) to the Assembly of States Parties (ASP) as much as possible, the following information will be provided by the Secretariat of the ASP to the Aliens and Visas Department (DPV/VV) of the Netherlands Ministry of Foreign Affairs:

- at least two months before the meeting, copy of invitation letter sent by the ASP Secretariat to the representatives of all States, indicating that the meeting will take place in the Netherlands;
- updated names/ lists of representatives.

This information will be sent to the Dutch Embassies abroad together with an instruction how to handle the visas applications for the ASP of the representatives of States.

When applying for a visa, the applicant needs to submit **at least two weeks before the travel date** to the Dutch Embassy the following documents:

- A duly filled out visa application form (forms can be downloaded at website www.minbuza.nl)
- A valid passport (the passport's validity must extend at least three months beyond the period for which the visa is being applied for);
- Two recent passport photographs;
- Note verbale from the respective Permanent Mission to the United Nations/Embassy/Ministry of Foreign Affairs addressed to the Consulate of the Netherlands, accompanied by a copy of the official invitation letter from the ASP Secretariat

The visas will be issued as promptly as possible and free of charge.

In case of unforeseen problems, please contact the ASP Secretariat, who will convey the communication to the Aliens and Visas Department of the Netherlands Ministry of Foreign Affairs.

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