 Federal Ministry
Republic of Austria
European and International
Affairs

PROTOCOL GUIDE ON DIPLOMATIC AND CONSULAR PRIVILEGES AND IMMUNITIES

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Introduction

The Protocol Department of the Federal Ministry for European and International Affairs of the Republic of Austria (MFA) welcomes representatives of all diplomatic and consular missions as well as of international organizations in Austria and has the honour to forward the Protocol Guide on Diplomatic and Consular Privileges and Immunities.

This guide provides practical information to members of diplomatic and consular missions and to officials of international organizations in Austria. It describes how Austria approaches its obligations towards persons entitled to privileges and immunities as set forth in the Vienna Convention on Diplomatic Relations (VCDR, 1961) and the Vienna Convention on Consular Relations (VCCR, 1963), which responsibilities come with a privileged status and which standard of behaviour Austria expects from privileged persons.

While some privileges and immunities granted to international organizations and their officials are set forth in their respective headquarters agreements, some other privileges are either granted unilaterally or based on reciprocity.

This Protocol Guide does not commit the Ministry for Foreign Affairs of Austria in any way and it does not intend to be an authoritative statement of its legal position. The content of this guide may be subject to change without notice.

We hope that this information will contribute to a smooth and successful stay in Austria.

The Chief of Protocol

December 2024

Glossary

AG	Aktiengesellschaft (Public limited company)
ARBÖ	Auto-, Motor- und Radfahrerbund Österreich (Car, Motor and Cyclist Association of Austria)
ASFINAG	Autobahnen- und Schnellstraßen-Finanzierungs-Aktiengesellschaft (Austrian Motorway Maintenance Company)
AuslBG	Ausländerbeschäftigungsgesetz (Foreign Nationals Employment Act)
CD	Diplomatic Corps
DSG	Datenschutzgesetz (Data Protection Act)
DSN	Direktion Staatsschutz und Nachrichtendienst (Directorate State Protection and Intelligence Service)
EEA	European Economic Area (EU + EFTA states except Switzerland)
EEC	European Economic Community
EFTA	European Free Trade Association
EU	European Union
HoM	Head of Mission
HQA	Headquarters Agreement
ICAO	International Civil Aviation Organization
ID	Identity Document
IO	International Organization
ITU	International Telecommunications Union
LES	Locally Employed Staff
LSE	Landesamt für Staatsschutz und Extremismusbekämpfung (Provincial Agency for State Protection and counter-terrorism)
MA	Magistratsabteilung (Municipal Department)
MFA	Austrian Federal Ministry for European and International Affairs
NoVA	Normverbrauchsabgabe (Standardised consumption tax. A one-off tax that is payable upon delivery or first registration of a car)
ÖAMTC	Österreichischer Auto-, Motor- und Touring Club (Austrian Automobile, Motorcycle and Touring Club)
OBS	ORF Beitrags Service (Austrian Broadcasting Corporation contribution fee)
ÖGK	Österreichische Gesundheitskasse (Austrian Health Insurance Fund)
TV	Television
U41	Tax (VAT) exemption application form for missions
U43	Tax (VAT) exemption application form for diplomats
U45	Tax (VAT & NoVA) exemption application form for motor vehicles bought in Austria
U46	Tax (VAT) exempt claim form for renting an apartment
U100	Tax (VAT) exempt claim form for importing a car from another EU member state
UN	United Nations
VAT	Value Added Tax (Mehrwertsteuer, Umsatzsteuer)
VCCR	Vienna Convention on Consular Relations
VCDR	Vienna Convention on Diplomatic Relations
VIP	Very Important Person
ZBefr1	Zollbefreiungsformular 1 (Form for import privileges declaration)
ZBefr2	Zollbefreiungsformular 2 (Declaration form for customs exemption for personal belongings)

1 The Protocol Department

The Protocol Department of the Federal Ministry for European and International Affairs consists of three units.

The High Level Visits and Conference Division is responsible for planning and organizing visits by foreign heads of state and ministers for foreign affairs to Austria. It co-ordinates all incoming visits to meet the Austrian Federal President and the Minister for European and International Affairs.

Please note that visits to meet the Austrian Federal Chancellor are arranged by the Protocol Department of the Austrian Federal Chancery. Requests to meet other Federal Ministers or the President of the Austrian National Council (Parliament) should be addressed to the respective Protocol Departments.

The Host Nation Affairs Division manages the procedure of granting of visas to and registration and deregistration of mission members, officials of IOs and their dependants. It issues legitimation cards (diplomatic legitimation cards) and monitors the correct application of privileges and immunities provided for in the VCDR, VCCR or the relevant HQA. It handles all issues dealing with privileges and immunities granted to missions, IOs, mission members, international officials and their dependants, including cases of violations of Austrian laws, debt collection and criminal offences. It also deals with tax and customs duty exemption applications for privileged persons.

The Events Division is in charge of organizing events for the Minister for European and International Affairs.

The Protocol Department provides guidance regarding all Protocol issues, including official decorations, granting credentials to foreign ambassadors and organizing the credentials ceremony with the Federal President. It also co-ordinates among other issues security arrangements for foreign diplomatic missions, career consulates and international organizations.

2 Arrival and Departure of Members of Missions and International Organizations

2.1 Agrément Procedure for New Heads of Missions

According to the Art. 4 VCDR the sending State is required to request the agrément of the receiving State for the person it proposes to accredit as head of the diplomatic mission to that State. It is customary that the designated head of a diplomatic mission only enters Austria after having been granted the agrément.

Any request for agrément should be submitted to the Protocol Department of the Austrian Ministry of the European and International Affairs (BMEIA) via usual diplomatic channels. The request must include a curriculum vitae of the nominee (in German or English) providing details such as place and **full** date of birth, citizenships (in case of dual or multiple citizenships) education and professional career. The name of the designated head of mission should be identical to the name of the nominee as it appears in her/his passport. Please note that agrément procedures may take several weeks.

Once the agrément has been granted, the diplomatic mission is requested to inform the MFA as soon as possible by way of a note verbale of the date of the planned arrival in Austria of the designated head of mission.

In accordance with Art. 5 of the VCDR, foreign missions are requested to notify the Protocol Department in advance if the head of mission is to be accredited to another country.

If the head of diplomatic mission is to reside outside Austria, it is customary to await the agrément of the country in which he or she is to reside before requesting the agrément of Austria. Non-resident ambassadors should also have presented their credentials in their country of residence before presenting their credentials to the Federal President of Austria.

2.2 Arrival of New Heads of Missions and Presentation of Credentials

Upon request, the Protocol Department will arrange a VIP lounge at the airport (catering not included) for the new head of mission. The diplomatic mission should submit the flight details and provide copies of the diplomatic passports of the head of mission and all accompanying passengers to the Protocol Department as soon as possible. A Protocol officer will welcome the incoming head of mission at the airport during regular working hours (9 to 5 pm).

Within a few days upon the arrival of the new head of mission the Protocol Department will arrange a meeting with the Chief of Protocol for the presentation of the true copies of both the letters of credence ("*copie d'usage*") and the predecessor's letters of recall to the Chief of Protocol.

The presentation of the “copie d’usage” marks the beginning of a head of mission’s function and thus sets the order of precedence among heads of diplomatic missions in Austria. After presenting the “copie d’usage”, the new head of mission– as “Ambassador designate” - may assume all his or her duties and responsibilities as head of mission to Austria. However, it is requested that he or she refrain from meeting or interacting with the Austrian Federal President until the formal presentation of letters of credence.

The Chief of Protocol will inform the new head of mission on the ceremonial aspects of the presentation of credentials to the Federal President. The Protocol Department will inform the mission of the time set for the presentation ceremony. While several new heads of mission may present their credentials to the President on the same day, each head of mission presents his credentials separately. The dress code for this ceremony is dark suit or day dress, uniform or national costume. In preparation for the ceremony the Protocol Department will provide the mission with exact details on the ceremony.

After the meeting with the Chief of Protocol, the Protocol Department will arrange a meeting to introduce the designated ambassador to the Secretary General of the Foreign Ministry.

2.3 Exequatur Procedure for Consuls and Related Questions

2.3.1 Exequatur

Art. 4 VCCR requires the receiving State to agree to the establishment of a consular post and to the district it will be in charge of. The diplomatic mission of the sending State has to submit a note verbale via diplomatic channels requesting the issuing of the exequatur for a career or honorary consul. The request should specify the name, the seat and the consular district of the proposed consular post as well as include the curriculum vitae of the future consul (in German) and duly completed questionnaire “Appointment of honorary consuls in Austria” (see Annex 6). Subject to a positive response by the Protocol Department, the commission letter (the formal appointment signed by the Head of the Sending state), is to be submitted to the Protocol Department.

Please note: If the commission letter is not sent to the Protocol Department within three months, the exequatur process will be aborted.

The commission letter will be returned to the Embassy in due time with an attachment, certifying that the exequatur has been granted. As stipulated in Art. 12 VCCR, heads of consular posts shall not begin their duties until they have received an exequatur by the receiving State.

Heads of consular sections of embassies who are concurrently members of the diplomatic staff of their embassy do not require an exequatur.

2.3.2 Honorary Consuls

The opening of a new honorary consulate is subject to a thorough review of the current and expected political, economic, social or cultural relationship between Austria and the sending State. **If the honorary**

consulate is the only representation of this country in Austria, it must be established in Vienna. If the sending state is already represented in Vienna by a diplomatic mission or career consulate, the honorary consulate can only be established outside of Vienna. If the honorary consulate is to be established in one of the Federal Provinces it should be preferably in the capital of the concerned province (Bundesland). Honorary Consulates may be established outside of the Province's capital only if the government of the Province concerned explicitly agrees. Honorary consuls are expected to reside and work in their consular district, more specifically they should have their main residence in the capital of the federal province belonging to their area of responsibility. The Honorary Consulate should have regular office hours. The Honorary Consuls are expected to be honourable personalities, well connected with local and provincial Austrian authorities.

Candidates for a position as honorary consul must have a clean criminal record, undergo a security check and provide their private address as well as the address of the future premises of the consulate to the Protocol Department.

To avoid conflicts of interest, Austrian officials (working in the public service) and Austrian politicians are not eligible to become honorary consuls. Honorary Consuls should not represent more than one country. Honorary Consuls should either hold Austrian citizenship or be citizens of the country they represent. Honorary Consuls who are not Austrian citizens must hold an Austrian (long-term) residence permit and must have resided in Austria for at least two years without interruption.

The appointment of an Honorary Consul to the rank of Honorary Consul General is only possible if the Honorary Consul has held his/her position for a significant number of years and whose consular district covers at least five Austrian provinces. Austria reserves the right to apply the principle of reciprocity. The appointment of an Honorary Vice Consul is only granted in exceptional circumstances.

Honorary Consuls in Austria have no diplomatic immunity and enjoy only very limited privileges and immunities (immunity from prosecution for official acts performed in the exercise of their duties as Honorary Consuls). Austrian judicial practice has explicitly ruled out immunity for Honorary Consuls in relation to traffic violations.

The termination of the function of an honorary consul must be notified to the BMEIA-Protocol (for extensions no notification is required).

List of Consulates in Austria

2.4 Military Attachés

The names and *curricula vitae* of Military and Deputy Military Attachés are to be submitted for advance approval to the Protocol Department (see Art. 7 VCDR). It is customary that the designated Military or Deputy Military Attaché enters Austria only after the approval has been granted.

The end of duty and departure of the military attaché as well as the deputy military attaché must be communicated to the Protocol Department via diplomatic channels.

2.5 Police Attachés

Police attachés shall be notified to the Protocol Department along with a copy of their curriculum vitae for further perusal by the Austrian Federal Ministry of the Interior. Police attachés do not require advance approval.

2.6 Notification of Arrival and Departure of Mission Members and Officials of International Organizations

Bilateral diplomatic missions and career consulates must notify the Protocol Department with note verbale of the start of and end of duty of all members of the mission enjoying privileges and immunities (see Art. 10 VCDR and Art. 24 VCCR, respectively). Future members of multilateral missions should be notified to the respective IO.

International organizations have to notify the Protocol Department of the arrival and departure of missions members accredited to the IO and officials enjoying privileges and immunities. Where the HQA requests IO to submit the names of officials of IO at regular intervals, such lists should be sent to the Protocol Department at least once a year. The note verbale notifying the arrival or departure of mission members and officials of IOs shall contain the following information:

- name
- function and position and, if applicable, diplomatic or consular title
- date of appointment/arrival or departure
- for new mission members, name of the person being replaced and anticipated length of tour (or contract)
- names, relationships and dates of birth of all family members accompanying the mission member / official

Applications for diplomatic identity cards (*Legitimationskarte*) may be submitted along with the official notification of the arrival of a new member of the mission / new official to the IO. Please note that the diplomatic legitimation card of a newly arrived member of a diplomatic mission or an official of an IO will only be issued if the predecessor's diplomatic legitimation card has been returned to the Protocol Department.

Please note that notifications must be submitted **within 14 days of arrival**. Departures of members of diplomatic and consular missions and officials of IO should be notified to the Protocol Department as soon as possible.

Individuals who have been posted to a diplomatic mission or career consulate in Austria for 10 years are considered as permanently resident in Austria. Exceptions may be granted in specific cases by the MFA.

The names of heads of mission, members of the diplomatic staff and career consuls as well as honorary consuls will appear on the diplomatic and consular lists of the MFA.

2.7 Family Members

The arrival and departure of family members of members of a diplomatic mission and career consulate shall be notified to the Protocol Department in the same way as the principal agent. The same applies to family members of officials of IOs. Spouses and children under the age of 18 qualify as family members if they live in the same household. The same applies for same-sex and opposite-sex partners in registered partnerships. Spouses and children who do not live in the same household of the principal agent are not entitled to receive a legitimation card. Legitimation cards become **null and void** once a family member ceases to be part of the common household. Common-law partners are not considered family members.

Children between the ages of 18 and 26 are considered family members only if they live in the same household in Austria, do not work and are not married.

Students at a recognised university in Austria must prove their enrolment as a student. Children studying abroad are not recognised as living in the same household of the principal agent and are not eligible to receive a legitimation card.

Parents and parents-in-law are in principle not eligible to receive a legitimation card. Exceptions may be granted if the following criteria apply:

1. Parents or parents-in-law should be officially recognized as dependants by the IO or the sending State. Documentation has to be provided in the form of a receipt of a dependant's benefit from the IO and in the case of diplomatic missions in the form of an official confirmation by the sending State (note verbale) or a court decision.
2. Parents and parents-in-law shall reside in the same household as the principal agent.

Parents and parents-in-law can under the above conditions be issued a legitimation card for a maximum period of one year, extendable by one further year each time afterwards. Applications should be accompanied by relevant documentation, including documents confirming sufficient financial coverage in case of illness or accident and – in case of renewed applications – passport entries testifying the continued residence of the parents and parents-in-law in Austria with the principal agent.

Should the principal agent holding a legitimation card become an Austrian citizen, his/her parents or parents-in-law will have to apply for an Austrian residence permit. Applications for residence permits (*“Ansuchen auf Niederlassungsbewilligung gemäß § 47 Abs. 3 NAG”*) should be submitted to the city of Vienna (Magistrat Wien 35 – MA35).

Parents and parents-in-law are not permitted to take up employment in Austria as long as they hold legitimation cards. Diplomatic Missions and international organizations have to inform the Protocol Department about any changes regarding the status of their mission members, their officials and their dependants such as marriage, separation, divorce or the birth of children.

2.7.1 Vienna Service Office

The Vienna Service Office of the City of Vienna provides information and practical assistance for new mission members and officers of IOs and their families. This service is free of charge and is helpful in dealing with:

- Education: Advice on finding a kindergarten, a school, school of music, language or summer school, how to enrol in Austrian universities, children summer camps, adult education centres.
- Legal matters: how to find a lawyer native in several languages.
- Advice in communicating with Austrian authorities in matters related to rental contracts, residence permits, telephone contracts, traffic bills.
- Information on health and social insurance issues.
- How to use Viennese public transportation.

VIC Office: Room COE14

Monday to Wednesday, Friday: 7.30 am to 3.30 pm

www.vso.wien.at

2.7.2 Schools in Austria - Compulsory Education

All young people under the age of 18 including those who have completed compulsory schooling and reside in Austria are required to pursue education or training until they reach the age of 18, or until they successfully complete further education or training. There are different available options for education and training.

Please note that diplomats are exempt from registering their residence in Austria. However, holders of a legitimation card who have voluntarily registered their residence in Austria may be contacted by the educational authorities to verify whether their children younger than 18 years are enrolled in a recognized Austrian school.

For more information on schooling and education in Austria, see:

[Education - School System in Vienna \(wien.gv.at\)](http://wien.gv.at)

[Education up to the age of 18 \(oesterreich.gv.at\)](http://oesterreich.gv.at)

2.7.3 Studying in Austria - Admission to Austrian Universities

Prospective foreign students holding a high school diploma from the EU/EEA, foreign journalists and their spouses and children who reside in Austria and who hold a high school diploma from an Austrian school abroad can apply directly to enrol in an Austrian university.

Prospective foreign students must meet the following criteria:

- The applicant must hold a high school certificate equivalent to the Austrian high school diploma (*Matura*) or a three-year bachelor's degree from a recognized university.
- Proficiency in German (minimum level A2; some universities require level B1 or C1).
- Certificate of admission by an Austrian university.

For more information, see:

[Application and Admission | Study in Austria](#)

[Admission requirements for non-EU and non-EEA nationals \(oesterreich.gv.at\)](#)

2.7.4 Access to the Austrian Labour Market

Access to the Austrian labour market is regulated by the general provisions of the Act Governing the Employment of Foreign Nationals (*Ausländerbeschäftigungsgesetz*).

Spouses, registered partners and unmarried children up to the age of 21 of officials of IOs, international NGOs and quasi IOs are excluded from the scope of the Act Governing the Employment of Foreign Nationals and thus enjoy direct access to the Austrian labour market, provided they live in the same household as the employees. There is no age limit for children with disabilities.

The certificates previously issued by the Protocol Department of the Austrian Foreign Ministry at the request of international organizations, international non-governmental organizations and quasi-international organizations for submission to the Public Employment Service Austria (AMS) are no longer required and will therefore no longer be issued by the Protocol Department. Instead, upon request, the AMS regional offices can issue individual confirmations stating that persons who belong to the above-mentioned group of persons (holders of a valid legitimation card) are exempt from the scope of the Act Governing the Employment of Foreign Nationals and enjoy direct access to the Austrian labour market.

For questions, please contact the regional offices of the AMS:

AMS Vienna Regional Office

Department 10 Employment of Foreigners and Data Protection

Ungargasse 37

1030 Vienna

Tel: [REDACTED]

abv.wien@ams.at

Missions and IOs must notify the Protocol Department when a family member takes up employment. Working family members may keep their legitimation card but do not enjoy privileges and immunities within context of their professional activities.

List of double taxation agreements with Austria: [Österreichische Doppelbesteuerungsabkommen \(bmf.gv.at\)](#)

2.8 Private Domestic Staff (PDS)

If the demand for private domestic staff (PDS) cannot be satisfied by the Austrian labour market, foreign PDS may be brought into Austria under the following conditions:

- the employer is a diplomat, career consul, or official of an international organization enjoying diplomatic privileges and immunities and neither an Austrian national nor a permanent resident,
- the future PDS is neither a family member of the employer nor of his/her spouse,
- only one person per household will be accepted (for heads of diplomatic missions or career consulates the maximum number must not exceed two),
- Austrian social and labour laws are applicable to the employment relation and any legal disputes arising from labour contracts with PDS,
- The employer is responsible to ensure the safe return of the PDS to his/her home country and has to cover the travel expenses at the beginning and the end of the PDS's contract.

Prior to the entry of a PDS into Austria, a note verbale for the intended employment of PDS is required together with the following documentation:

1. A copy of the full-time employment contract (officially called "*Dienstschein*") in German or English signed by both the employer and the future employee and certified by the diplomatic mission or career consulate. The contract must state the amount of salary and must bear reference to the minimum standards of the relevant Austrian labour laws (for a sample contract see [Annex III](#)). The current minimum wage for full-time domestic staff without cooking responsibilities is 1.638,00 Euro, to be paid 15 times a year. The law determining the minimum wage is adapted on a regular basis, an up-to-date version of the applicable wage scheme can be found [online](#) (available in German only).

If the future employee speaks neither German nor English, the contract must be translated into a language that the future employee speaks and understands, and signed by the future employee.

2. A copy of an insurance contract covering all health and accident risks (this insurance must be valid in Austria and all Schengen countries for the duration of the visa and provide coverage of at least 30,000 Euros). A copy of a travel insurance contract for the future PDS must be presented as well.

3. A copy of the rental agreement and a plan of the employer's residence. A plan should indicate where the future employee's room is located. This room needs to be at the sole disposition of the private domestic worker and must have a window. To ensure the worker's privacy, the room must have a lock and also feature a lockable cabinet or cupboard.

4. An affidavit (*Verpflichtungserklärung*) in which the employer guarantees to pay all costs that may arise during the period in which the PDS resides in Austria plus any repatriation costs (a sample affidavit is available in [Annex IV](#)).

5. A copy of the relevant passport pages of the future PDS.

Only if all conditions are met, future private domestic staff members (with the exception of EU, EEA, and Swiss citizens) may apply for a Schengen type D visa at the Austrian mission in their country of residence. (Type D visas for Austria can only be issued by Austrian missions and not by missions of other Schengen States representing Austria in visa matters). Future PDS will be interviewed by the Austrian mission abroad and given an information brochure. Prospective PDS who have entered Austria on the basis of other means (e.g. a tourist visa) or even undocumented cannot be granted an MFA legitimization card and are therefore not accepted.

After arrival in Austria, the PDS will be issued an legitimization card by the Foreign Ministry upon application after having presented both a confirmation of registration with the consular department of the PDS' embassy and proof of having opened a bank account (by presenting a bank/ATM card) to the Protocol Department. Wages have to be paid exclusively into this account. Note that the PDS is the only person authorized to withdraw money from this account. The bank statements should be kept as proof of wage payment. The PDS must pick up the MFA legitimization card at the Protocol Department personally and unaccompanied. Within the limits of the employment contract, the PDS is exempt from any other work or residence permit requirements.

While working in Austria, PDS must hold a valid health and accident insurance covering work-related accidents as well as sickness. PDS may be insured either by contracting with a private insurance company or by enrolment with the Austrian social security fund (full coverage under Sec. 4 Social Security Act (*Allgemeines Sozialversicherungsgesetz - ASVG*) or by way of Sec. 16 self-insurance). The contributions to the social security fund are to be paid by the employer or the employee. If PDS themselves are responsible for paying the social security contributions, wages must (as is the case with local staff members) include both portions (i.e. employer's and employee's portions) of the contribution to the Austrian social security fund. Employees must (be) register(ed) with the competent social security fund (i.e. Österreichische Gesundheitskasse – ÖGK) within seven days of taking up employment. For further information, please contact the ÖGK.

Insofar as (income) taxes are concerned, both PDS and their employers might wish to contact the local tax office (Finanzamt). Art. 37 VCDR, Art. 49 VCCR and/or the respective articles in the seat agreements apply.

PDS will be interviewed by the Protocol Department at least once a year. At this interview, full bank statements must be presented and the passport, the MFA legitimization card and the bank/ATM card must be shown to the interviewer. PDS not speaking German or English upon arrival in Austria should acquire basic language skills in German in order to enable them, while residing in Austria, to communicate with the MFA without the need to call upon an interpreter. Employers of PDS are kindly asked to help their PDS find appropriate language courses. If the language skills are not sufficient to conduct a proper interview, the issuance of the new MFA legitimization card will be delayed.

Upon termination of the contract, the employer must ensure that the PDS both gives back the legitimization card and returns to his/her home country or leaves the Schengen area, unless he/she has been granted a residence permit for Austria or another Schengen State. A replacement will only be permitted if this obligation has been met.

More information on working regulations, minimum standards and wages is available on the website of the Chamber of Labour Vienna ([Arbeiterkammer Wien](#)). Information on minimum wages is available on the website of the Federal Ministry for Labour, Family and Youth.

Since 2006, a service employment cheque (DLS) has been available in Austria. The DLS is a means of payment and pay for people working in private households (e.g. household help, simple gardening, cleaning) and is intended for short, fixed-term employment not to exceed a month.

PDS who have worked in Austria for more than ten years (in total) are considered as “permanently residing in Austria” and will no longer be issued MFA legitimization cards. In case they wish to continue their employment they are requested to obtain a residence permit („*Vom Ausländerbeschäftigungsgesetz ausgenommener unselbständiger Erwerb*”) by contacting the competent local authorities (in Vienna: City Hall, Department MA 35). Please note that proper knowledge of German is a prerequisite for a residence permit. Employers who intend to continue the employment of PDS whose residence exceeds the above-mentioned 10 year period are advised to provide the PDS – in time – with the opportunity to acquire the necessary language skills.

2.9 Interns

It has become common practice that diplomatic missions as well as international organizations offer internships to students and recent graduates. Internships should enable the intern to put acquired knowledge into practice. They should not be used to circumvent labour and social laws. Internships are supposed to last only for a limited time.

Internships at Embassies

No legitimization card will be issued to interns at Embassies. However, a visa will be issued to interns for a period not exceeding six months. Visa applications should be sent to the Ministry's visa department (abtiv2@bmeia.gv.at).

Interns holding the nationality of an EU member state, of Norway, Iceland, Switzerland or Liechtenstein do need neither a visa nor a MFA legitimation card to complete an internship at an embassy in Austria. Please note that all other interns need a visa to intern in Austria even if they may otherwise travel visa-free to Austria.

Internships at International Organizations

Interns holding the nationality of an EU/EEA member state or who are citizens of Switzerland do not need a visa nor an MFA legitimation card to complete an internship at an International Organization in Austria.

For all other interns the following rules apply:

If the duration of the internship is **less than six months**, a visa will be issued. Applications should be sent to the Ministry's visa department (aktiv2@bmeia.gv.at). Please note that all interns need a visa to intern in Austria even if they may otherwise travel visa-free to Austria.

If the internship lasts **between 6 and 12 months**, an MFA Identity card will be issued upon arrival in Austria. If a visa is needed to enter Austria, a note verbale with a visa request should be sent to abti1-visa@bmeia.gv.at. Legitimation cards for interns will be issued for a maximum time span of 12 months. Interns who may travel to Austria visa-free are allowed to begin their internship only after they have applied for and received their MFA legitimation cards. With regard to legitimation cards, interns will receive a legitimation card of the green category without privileges and immunities.

2.10 Locally Employed Staff (LES)

Locally Employed Staff (LES) recruited by a foreign mission or career consulate in Austria are usually Austrian citizens or permanent residents in Austria. The employment contract with LES has to comply with minimum standards of Austrian labour and social laws (Art. 33 and 37 in conjunction with Art. 38 and 41 VCDR and Art. 48 in conjunction with Art. 71 VCCR). LES do not enjoy any privileges or immunities.

LES who are EU/EEA/Swiss citizens do not require any work or residence permit in order to take up employment at a foreign mission or career consulate. LES holding neither one of the nationalities listed above nor a residence permit that grants access to the Austrian labour market have to apply for a residence permit at the MA 35 („*Vom Ausländerbeschäftigungsgesetz ausgenommener unselbständiger Erwerb*“).

For more information see:

[Aufenthaltsbewilligung für Sonderfälle unselbständiger Erwerbstätigkeit beantragen \(wien.gv.at\)](#) .

[Aufenthaltstitel für Österreich \(oesterreich.gv.at\)](#)

[Settlement and Residence – BMEIA - Außenministerium Österreich](#)

All LES are personally responsible for the declaration of their income to both the Austrian tax authorities and the Austrian social security institution. They have to pay income tax and social security contributions accordingly. Salaries of local employees must include the employer's and employee's contribution to the Austrian social security fund. Employees have to register with the Austrian social security institution (Österreichische Gesundheitskasse, ÖGK) before taking up employment.

For more information on income tax, working regulations, minimum standards and wages see:

Federal Ministry of Finance

Austrian Social Security Fund

Federal Ministry of Labour and Economy

Vienna Chamber of Labour (Arbeiterkammer Wien)

Whether LES are subject to the Austrian social security system (compulsory coverage) depends on his/her nationality:

- Unless otherwise specified, Austrian citizens and nationals of EU and EEA member states are subject to the Austrian social security system
- Persons employed by a mission of a non-EU/EEA Member State with which a bilateral social security agreement exists: as a rule subject to the Austrian social security system (with or without the possibility to opt for the social security system of the sending State as stipulated in the bilateral agreement – please consult the bilateral agreement)
- LES from a country with which a bilateral social security agreement exists are subject to the Austrian social security system
- LES of non-EU/EEA Member States without bilateral social security agreement, please consult the ÖGK.

Please note that the overview listed above is not exhaustive. Please consult the ÖGK in each case.

For more information on social security regulations contact the Vienna Public Health Insurance Fund (Österreichische Gesundheitskasse, Department "Selbstversicherung") or the Federal Ministry of Labour and Economy (Department for International Social Security Issues).

With regard to income tax, please contact the local tax office (Finanzamt) and check whether a relevant double taxation treaty exists. In principle, LES must apply for an Austrian tax identification number (Steuernummer) and pay Austrian income taxes on the salaries they earn. The missions and career consulates are kindly requested to issue annually to the LES an income statement (pay slip) which the LES can then present to the local tax office when filing their tax declarations.

2.11 Visa

2.11.1 Prospective Mission Members and Officials of IOs

Prospective mission members, officials of IOs, and their family members who are nationals of countries for which Austria requires a visa have to file an application for a Schengen type D visa with the Austrian

Embassy or Consulate in their country of residence at least **eight weeks** before their intended date of travel to Austria. Please note that only Austrian Embassies and Consulates can issue D visas for Austria (other EU or Schengen Area countries cannot issue Austrian D visas). Please note that even if visa-free travel agreements for holders of diplomatic or service passports exist, prospective mission staff, employees of international organizations and their family members might still need to apply for type D visas before travelling to Austria because of reciprocity. Even though holders of a valid Schengen C visa, or of valid national visa of another Schengen countries (visa D), or of a valid residence permit of other Schengen countries are allowed to travel to and stay in Austria for a period of up to 90 days within a period of 180 days, prospective mission members or officials of IOs may still need to apply for a national Austrian type D visa. Prospective mission members and officials of IOs should contact the Austrian Embassy in their country of residence to check on the current regulation.

2.11.2 Individuals Attending Events and Conferences Organized by IOs

In accordance with HQA Austria has agreed to facilitate the entry and the stay in Austria of those individuals who have been invited officially by these IOs as conference participants. Those conference participants will have to be invited officially by the IO and these invitations will have to be forwarded via diplomatic channels to the Protocol Department along with all details (name, nationality, passport details, date of arrival and departure). Visas will be granted without charge and as promptly as possible, if all visa applications requests are being met.

In order to ensure that visas are issued on time the IOs are kindly requested to inform the Protocol Department of the intended travel/visit per note verbale six weeks in advance of the planned departure date. Individuals invited by IOs should file their visa application with the Austrian Embassy or the embassy representing Austria in Schengen issues as soon as possible, but **at least 15 calendar days** before the intended departure date. Please note that visa applications may be submitted up to three months in advance. If a visa appointment needs to be set up, the invitees should submit their requests as early as possible in order to allow for adequate processing time. Late submissions of visa requests may result in a delayed issuance of the requested visas.

2.12 MFA Identity Cards ("*Legitimationskarten*")

Upon arrival, mission staff and employees of international organizations (= main applicant) as well as their family members (= dependents) are formally notified to the MFA by note verbale and – usually at the same time – file an application with the Protocol Department for MFA legitimation cards ("*Legitimationskarten*"). Prospective heads of missions (and family members) receive a provisional legitimation card following the presentation of their *copie d'usage*. Formal registration with the MFA and issuance of definitive legitimation cards take place only after the head of the diplomatic mission has presented his/her credentials to the Federal President.

The application forms must be completed – **application forms not filled out properly or lacking information will be returned** –, signed, and then certified by the mission or organization. Application forms for a child above the age of ten (10) years need to be signed by the child itself in the signature box on page 1. Concerning applications of children under the age of ten (10) years, the first name and surname of the child have to be put in capital letters in the signature box on page 1. Additionally, in any application for children under the age of 18, the parents have to sign the application form on page 2.

Honorary consuls must have their applications certified and sealed by their respective diplomatic missions. Photographs must fulfil ICAO standards. Even though applications for renewal of a legitimation card need not be accompanied by a note verbale, a note verbale may nevertheless be sent together with the application forms.

Application forms for MFA ID cards (i.e. legitimation cards) can be downloaded here:

<https://www.bmeia.gv.at/en/embassies-consulates/protocol/>

Legitimation cards contain information on the holder's identity, citizenship and function as well as on the validity of the card. Legitimation cards are issued for a maximum of three years and may be renewed. To renew a card, a new application form together with a recent passport photo must be submitted. Please remember to apply in time and always before your old legitimation card expires. It is recommended to apply at least three weeks before the legitimation card expires. Applications for renewals of legitimation cards handed in more than eight weeks before the end of the expiration date will not be accepted. Please note that legitimation cards for private domestic staff, parents and parents-in-law must be renewed every year.

Personnel enjoying privileges and immunities are persons who are officials or employees of the government of the sending State. Typically, they hold the nationality of the sending State, have been sent to Austria by the sending State for a limited period of time (rotation scheme) as members of a diplomatic or career consular mission and usually hold a diplomatic or service passport. Teachers or employees of foreign or international schools are not eligible to receive legitimation cards.

The legitimation cards issued by the MFA serve as a personal identification document and allow the holder both to stay in Austria and, in combination with a valid passport, to enter and leave Austrian and/or Schengen territory. Thus, the validity of the legitimation cards issued by the MFA cannot be extended beyond the validity of the passport. Please make sure when applying for a legitimation card that your passport does not expire (too) soon. Holders of legitimation cards are exempt from the requirement to apply for and hold regular Austrian residence permits and to register with the local authorities in Austria. MFA legitimation cards are issued in the following categories (see also Annex I):

Red	Persons entitled to diplomatic privileges and immunities in Austria
Orange	Career consular officers

Yellow	Honorary consular officers
Green	Employees of International Organizations
Purple	Employees of Quasi-International Organizations and International NGOs
Blue	Administrative and technical staff (ATS) of diplomatic missions and career consulates
Brown	Service staff (e.g. cook, gardener, cleaning staff) employed by a diplomatic mission or career consulate
Grey	Private domestic staff employed by a diplomat, career consul or IO official with diplomatic privileges and immunities

The MFA accepts any changes in status only in exceptional cases and only if specific explanation is provided. In accordance with international practice, main applicants who work at a diplomatic bilateral or multilateral mission (= mission staff) need to hold a valid diplomatic passport in order to be issued red category legitimization cards. Service staff have to be in possession of a valid service passport in order to be eligible to receive an MFA legitimization card.

Generally, family members of cardholders of all categories except grey and yellow receive legitimization cards of the same category as the staff member (= main applicant).

As a general policy, issuing legitimization cards to non-resident mission members is restricted. The head of mission is eligible to receive a legitimization card, other diplomatic staff members only if specific reasons explaining the need for a legitimization card are provided (e.g. frequent official trips to Austria). Reciprocity will also be taken into account in this process. Family members of non-resident mission members do not receive legitimization cards.

Family members who are Austrian nationals do not enjoy privileges and immunities and thus are not entitled to receive legitimization cards. Family members who are permanent residents in Austria are entitled to receive legitimization cards in case the main beneficiary holds a red MFA legitimization card. The privileges and immunities of the secondary beneficiary cannot exceed the scope of privileges and immunities of the main beneficiary.

Holders of legitimization cards who become permanent residents in Austria or are granted Austrian citizenship are requested to inform the Protocol Department of the change in their residential status and must return their legitimization cards. They may be eligible to receive new legitimization cards stating that they are not entitled to any privileges and immunities. Holders of red cards will be limited to functional immunity.

Locally employed staff (LES) at diplomatic missions and career consulates are also not eligible to apply for a legitimization card. The term LES comprises all persons who are not dispatched staff members, including anyone who has already lived in Austria before taking up employment.

In case of doubt concerning the validity of any legitimation card and the degree of immunity it confers, the MFA can be reached at +43 501150 [REDACTED]

1.1.1 2.12.1 Registration in Austria (Certificate of Residence - *Meldezettel*)

Legitimation cardholders do not need to register their residence in Austria. While registration may facilitate some administrative procedures in Austria, once registered, Austrian authorities will have access through the central registry of residents (*Zentrales Melderegister - ZMR*) to all data available there. Any person registered in the ZMR can be contacted directly by Austrian authorities (police, tax office, public school administration, etc.).

2.13 Appointment of a Chargé d'affaires ad interim or Acting Head of Consulate

If the head of a bilateral diplomatic mission departs Austria or is temporarily unable to exercise his/her functions, a member of the diplomatic staff of the mission shall be appointed as chargé d'affaires ad interim and the Austrian Foreign Ministry notified accordingly. Likewise, if a head of mission leaves Austria for more than three days, a chargé d'affaires must be named.

Art. 19 VCDR states that this appointment shall be done either by the head of mission or, in the event that he/she is unable to do so, by the Foreign Ministry of the sending State by note verbale. A chargé d'affaires ad interim may not designate another chargé d'affaires ad interim.

If no member of the embassy's diplomatic staff is present in Austria, a member of the administrative and technical staff of the embassy may be designated by the head of the diplomatic mission or the Foreign Ministry of the sending State as being in charge of the current administrative affairs of the diplomatic mission, but only in exceptional cases and only with the consent of the Protocol Department of the MFA.

If the head of a career consulate is temporarily unable to exercise his/her functions or if the position is vacant for more than three days, the diplomatic mission of the sending State, or, if such a mission does not exist in Austria, the head of the consulate, notifies the Austrian Foreign Ministry of the name of the temporary head of consulate (see Art. 15 VCCR).

2.14 Departure of Mission Members / Legitimation cards return policy

The end of duty of mission members and officials of IO has to be notified to the Protocol Department as early as possible. In the case of heads of missions of bilateral missions this is necessary in order to organise farewell procedures. If possible, Heads of bilateral missions shall be bidden farewell formally by the Secretary General of the MFA. If the head of mission departs by air, the Protocol Department will arrange for a VIP lounge (without catering). During regular working hours, a protocol officer will see off the departing head of mission at the airport.

The Protocol Department must also be notified of the end of duty of members of a mission or officials of an IO immediately. The same applies for family members who are not part of the common household of the principal agent anymore. The legitimation cards of mission members and employees of IOs and their family members shall be returned to the Protocol Department **within two weeks** after the end of their duty or departure from Austria.

The validity of legitimation cards become **null and void** once the mission member or the official of the IO or family members have been deregistered with the Protocol Department. The same applies when a family member ceases to be part of the common household.

Invalid legitimation cards must be **returned** to the MFA and shall no longer be used. Not returning legitimation cards will lead to delays in issuing legitimation cards to new members of the mission or new officials of IOs.

1.1.2 2.14.1 Return confirmation - *Rückgabebestätigung*

Upon official request by the mission, consulate or IO the Protocol Department may issue a return confirmation (*Rückgabebestätigung*) to the holder of a legitimation card, when returning a legitimation card to the Protocol Department. This return confirmation may be used at borders when leaving Austria (or the Schengen Area), to prove that the holder of the return confirmation was staying in Austria legally.

1.1.3 2.14.2 Certificate of Registration with the MFA – *Meldebestätigung*

In order to apply for a residence permit in Austria or Austrian citizenship at the MA 35, holders of legitimation cards require a certificate of registration (*Meldebestätigung*) which can be applied for with a note verbale to the MFA. Parents and parents-in-law have to include a documentation of their continuous stay in the same household as the principal agent since their arrival in Austria.

3 Diplomatic Privileges

3.1 Exemption from Value Added Tax (VAT) and Customs Duties

3.1.1 Purchase of Goods and Services in Austria

The VCDR does not foresee exemption from indirect taxes (Art. 34 (a) VCDR). Thus, current exemptions and refunds of VAT on goods and services purchased in Austria are based on courtesy only. The conditions and procedures for VAT refunds or exemptions are set forth in the VAT Act ("*Umsatzsteuergesetz*") and the International Tax Refund Act ("*Internationales Steuervergütungsgesetz*"). VAT exceptions or entitlements to VAT refunds are applicable to:

- foreign diplomatic missions, career consulates (not honorary consulates) and international organizations (if foreseen in the respective seat agreement) for purchases made for official purposes and
- their members of diplomatic or career consular rank (but not their family members) for purchases made for personal purposes. Officials of international organizations holding diplomatic rank enjoy the same VAT exemptions or VAT refund entitlements as diplomatic members of diplomatic missions (for details, please see the respective seat agreement).

VAT refund or exemption is subject to reciprocity. The MFA determines whether reciprocity exists. A reciprocal partial VAT relief for individual categories of goods or services is not possible.

Holders of an Austrian residence permit are not entitled to VAT refunds. In addition, mission members residing in Austria are not eligible to participate in the VAT refund programme for tourists from non-EU countries when exporting goods (e.g. when visiting their home countries).

VAT refund or exemption forms are available on the website of the [Federal Ministry of Finance](#).

3.1.1.1 VAT Refund

The refund period is the calendar quarter (January to March, April to June, July to September, and October to December) and a separate claim is required for each refund period. Claims may be filed at the earliest on the day following the end of the respective calendar quarter. Application forms for VAT refunds must be certified by the mission, the career consulate or the IO. Claims must be filed in a single original with the Ministry of Finance (*Finanzamt für Großbetriebe, Standort Wien, FB-II „USt-Vergütung“, Hintere Zollamtsstraße 2b, A-1030 Wien*). The MFA provides general information and may mediate in cases of disagreement between a person entitled to refund and the tax authorities.

Invoices do not need to be attached to the refund claim, but must be kept for records by the applicant. Requirements needed on invoices in order to be able to claim VAT refund:

- Invoice must be issued by an Austrian company within the respective calendar quarter.
- Name of beneficiary (not a family member or the like) must appear on the invoice as the purchaser.
- Date displayed on the invoice must be within the requested calendar quarter.
- Amount of each single invoice (including VAT) should be over 73 EUR.
- Amount of VAT must appear separately (in numbers) on the invoice.
- VAT has to borne/paid by the beneficiary and not by a third party.
- The invoice must be kept together with the record of payment by the applicant. The beneficiary must be able to submit the original invoice to the Austrian authorities if requested. If the sending State requests the submission of invoices (e.g. for purchases by a mission), copies must be made and kept. If the claimant cannot meet a request to submit invoices, no refund will be made, or refunds made may be reclaimed.

The annual ceilings applied to the refund of VAT, electricity tax and natural gas tax to diplomats (including IO officials holding diplomatic rank) or career consuls are as follows:

VAT	2,900 Euro	or 360 Euro (if the claim refers only to one tax as for example the dwelling is supplied with just one source of energy)
Electricity tax	180 Euro	
Natural gas tax	180 Euro	

There is no ceiling to the annual amount of VAT, electricity tax and natural gas tax refundable for goods and services purchased for official use by diplomatic missions or career consulates. Only the size of the diplomatic missions or career consulates may be taken into account in determining whether a particular purchase is reasonable. For VAT exemption or refund for international organizations, please see also the respective seat agreement.

Within two years of the date of purchase (or longer, depending on reciprocity), any transfer of goods bought tax-free (exemption or refund) triggers an obligation to repay the respective VAT to the Federal Ministry of Finance.

3.1.1.2 VAT Lump-Sum Refund

As an alternative to applying for a VAT refund based on distinct invoices, diplomats (including IO officials holding diplomatic rank) and career consuls (but not the missions themselves) may apply for a lump-sum refund for VAT, electricity tax and natural gas tax.

Each year, the beneficiary must opt for either a lump-sum refund or an invoice-based refund. The beneficiary must indicate his/her decision on the claim form when making the first claim in the respective calendar year. **This decision is binding for the entire calendar year and cannot be reversed.**

Lump-sum refund claims must still be filed for each calendar quarter. A lump-sum refund can only be claimed jointly for VAT, electricity tax and natural gas tax. The following lump-sum amounts are refunded:

	For every full or commenced month of entitlement:	For the calendar quarter:	For the calendar year:
(VAT plus electricity tax plus natural gas tax) TOTAL	110 Euro	330 Euro	1,320 Euro

3.1.1.3 VAT Exemptions

VAT exemptions apply to rent and motor vehicles. In these cases, VAT does not appear on the invoice and is not paid. Opting for a lump-sum refund (see 3.1.1.2) has no impact on VAT exemption. In all cases of VAT exemption, a subsequent VAT refund is not possible.

Rent:

Diplomatic missions and career consulates are exempt from VAT on the rent of premises that serve official purposes. Each diplomat (including IO officials holding diplomatic rank) and career consul is exempt from VAT on the rent for his/her home (principle place of residence). If the diplomatic mission or career consulate rents a home for its members, the name of the tenant has to be indicated.

When applying for an exemption, the tenant has to complete [claim form U46](#). The completed form has to be certified by the diplomatic mission or career consulate or IO and filed with the MFA which issues a confirmation certificate. Once in possession of the original certificate, property owners may subsequently invoice rent payments without VAT.

Real estate broker fees can also be exempt from tax: when completing the [claim form U46](#), the applicant has to click on the button „*Ausfertigung für Vermittler (Makler)*“. The name and company data of the real estate broker can now be indicated in the respective field.

Certificates for the official premises of the diplomatic mission or career consulate (chancery and residence of the head of mission) are issued for a maximum period of five years. Certificates for the residence of diplomats or career consuls are issued for the period of validity of their Legitimation cards. When the legitimation card expires or if a change of residence occurs, the beneficiary has to apply for a new certificate. The old certificate remains with the property owner.

The above-mentioned VAT exemption applies also to other services included in the rental contract and paid directly to the property owner (e.g. a garage rent or heating supplied by the lessor). If somebody else who is paid directly provides these services, no exemption applies: VAT is then refunded by way of the refund procedure (within the framework of the maximum refundable amount) on the basis of the invoices.

Motor vehicles:

For tax exemption on the purchase of motor vehicles, see 3.2.1 Purchase of Motor Vehicles in Austria.

Health care services:

The services of public hospitals, physicians, certain therapists, dentists, dental technicians and patient transport (ambulance) are generally tax exempt. Hospitalisations in private hospitals, however, are not VAT exempt. VAT is then refunded by way of the refund procedure (within the framework of the maximum refundable amount) based on the invoices.

Please note in this context that the employer of a personal employee (private domestic staff member) has to sign an affidavit promising to cover the costs of any medical care or medical treatment the personal employee requires or is in need of. (see [Annex IV](#))

3.1.2 Purchase of Goods and Services in other EU Member States

VAT exemption for goods and services in other EU Member States can be claimed under the same conditions as under the Austrian refund procedure (see 3.1.1). As far as foreign VAT is concerned, the MFA only certifies that the Austrian VAT refund requirements are fulfilled.

Applicants can claim an annual maximum VAT exemption of 2,900 Euros for goods and services acquired for personal use in other EU Member States. This does not affect the possibility of claiming a refund for the same amount of Austrian VAT. For goods and services intended for the official use of diplomatic missions or career consulates, no limits apply.

Applications are submitted to the MFA by using *claim form U100* („*Bescheinigung über die Befreiung von der Mehrwertsteuer und/oder der Verbrauchssteuer*“, Article 151 Council Directive 2006/112/EC“). The invoice or a written order for the goods or services must be attached. If the conditions are met, the MFA will issue a certificate.

The invoices, the duly completed form U100 and the MFA certificate must be forwarded to the authorities of the EU Member State where the item or service was purchased. The law of the respective EU Member State determines the modalities of the foreign VAT refund.

3.1.3 Imports of Goods and Services from Non-EU Member States

Applicants are requested to use the import privilege declaration form *ZBefr 1* or its English version *ZBefr1-E*. The import privilege declaration form has to be signed by the applicant and certified by the mission, the career consulate or the international organization. It is necessary to describe the goods in detail. The complete customs declaration form must be presented to the MFA for certification.

For customs clearance, the authenticated customs declaration form must be presented to the customs office (by the applicant, the forwarding agent etc.) together with an invoice and a properly filled in order form. The customs declaration form may be submitted before consignment or even before the purchase of goods.

There are some specific restrictions in place concerning the import of meat and dairy products as well as of live plants brought into the EU from third countries. Please bear that in mind when returning to Austria from holidays in your non-EU home country. It is recommended to regularly check [current regulations](#) that apply. For Missions' official use there is a maximum of 10.000 duty-free cigarettes per year.

For the transfer of duty-free imports the same restrictions as for VAT-free purchases apply.

Medical supplies for the personal use of diplomats and career consuls and their families may be imported, unless they are Austrian citizens.

Additional information may be obtained by contacting the Central Customs Information Office (9500 Villach, Ackerweg 19, Tel. [REDACTED] e-mail [REDACTED]).

3.1.4 Import/Transfer of Personal Effects and Household Goods

Diplomats and career consuls as well as members of the technical-administrative staff of the mission or consulate (the latter group within six months of taking up assignment) are entitled to the duty free import of personal effects and household goods and up to two motor vehicles as diplomatic and consular goods. For the application procedure, please see 3.1.3.

Employees of international organizations are in principle entitled to the duty free import of personal effects and household goods and one motor vehicle (please check the respective seat agreement for details). Officials of international organizations holding diplomatic rank enjoy the same import privileges as diplomats working at missions. 3.1.3. applies as well.

In addition, holders of privileges and immunities as well as non-privileged individuals coming to Austria from a third country (i.e. a country not belonging to the EU) can benefit from a general customs exemption for their personal belongings and household goods (including motor vehicles, for which family size will be taken into account) if they:

- can prove to have been living abroad (outside the EU) for a minimum of 12 months, and
- have possessed the goods in question for at least 6 months.

For a full definition of “personal effects and household goods/personal property” please see Council Regulation (EC) 1186/2009. If this option is chosen, applicants must use customs declaration forms ZBefr 2 or ZBefr2-E in English. The form must be filed with the customs office. Please note that motor vehicles transferred to Austria under the general customs exemption are subject to the standard consumption levy (*Normverbrauchsabgabe - NoVA*) which is based on the actual (residual) value of the vehicle.

3.2 Motor Vehicles

Diplomatic missions and career consulates (but not honorary consulates) as well as diplomats and career consuls are entitled to tax- or duty-free acquisition of motor vehicles. The number of motor vehicles that will be bought tax- and duty-free as official vehicles should be proportional to the size of the diplomatic mission or consulate.

Diplomats and career consuls, but not their family members are, based on reciprocity, entitled to buy up to three motor vehicles tax-exempted:


- one motor vehicle every two years at an Austrian vehicle dealer shop
- up to two motor vehicles from another EU Member State or imported from a non-EU Member State every two years.

Members of the technical and administrative staff of diplomatic missions and career consulates enjoy exemption from VAT and standard consumption levy (NoVA) on vehicles purchased abroad only in the first six months after their arrival in Austria.

All privileges mentioned and the maximum number of cars that may be acquired tax exempt or duty free are subject to reciprocity. If in doubt, please check with the Protocol Department.

The privileges and exemptions officials of IOs enjoy with regard to the purchase and import of motor vehicles depend on the respective HQA. In general, IO officials are allowed to import one car every four years tax- and duty-free. IO officials holding diplomatic rank enjoy the same import privileges as diplomats working at embassies and missions.

The term “motor vehicle” means cars, caravans and motorcycles. Trailers, airplanes and boats are not considered as motor vehicles. For a full definition of the term “motor vehicle” please see [KFG 1967](#).

Please note that in order to register an imported car in Austria the car must correspond to EU rules and regulations (exhaust fumes, noise, lights, blinkers etc.). If the car has an EU Certificate of Conformity (CoC), this information will be entered into a central database and the car can then be registered in Austria. If the car does not have an EU COC, a so-called “single approval” (“*Einzelgenehmigung*”) is required, which is issued by the provincial Vehicle Inspection Office (in Vienna: MA 46 *Landesfahrzeugprüfstelle*; e-mail: ) and subject to a fee.

3.2.1 Purchase of Motor Vehicles in Austria

Diplomats (including employees of international organizations holding diplomatic rank) and career consuls are entitled to purchase one motor vehicle tax exempt in Austria every two years. In that case, the seller invoices neither VAT nor the standard consumption levy/NoVA (*Normverbrauchsabgabe* – a tax levied at the time of a vehicle’s first registration in Austria). The following procedure applies:

- For the tax-exempt purchase of a motor vehicle in Austria, the buyer has to fill in [claim form U 45](#) (two pages in print version). The completed forms have to be certified by the diplomatic mission or career consulate and then filed together with a purchase contract or binding offer with the MFA. The MFA certifies the U 45 form which is then presented to the car dealer and the registration authority.
- The certificate for the dealer is handed over to the Austrian car dealer. Based on this certificate, the sale is exempt from VAT and NoVA.
- The certificate for the registration authority is handed over to the registration authority, which enters a blocking note for the waiting period in the registration certificate.

If purchasing a used vehicle, no VAT is levied if the vehicle is older than six months or has been driven for more than six thousand kilometres. No NoVA is levied if the vehicle has already been registered in Austria before by a non-privileged holder.

If a motor vehicle is not bought but leased, NoVA and VAT on the respective lease payments are imposed and then refunded by way of the regular VAT refund procedure (see 3.1.1) on the basis of the invoices. This also applies to rental cars.

3.2.2 Purchase of Motor Vehicles in EU Member States Other than Austria

Diplomats (including IO officials holding diplomatic rank) and career consuls are entitled to purchase two motor vehicles tax exempt in another EU Member State (or import them tax- and duty-free from a non-EU Member State) every two years. Members of the technical administrative staff are entitled to purchase two motor vehicles tax exempt in another EU Member State (or import them tax- and duty-free from a non-EU Member State) within a period of six months of their arrival. Employees of international organizations not holding diplomatic rank may in principle purchase one motor vehicle tax exempt in another EU Member State every four years (for details, please check the respective seat agreement).

With regard to VAT and NoVA on motor vehicles purchased in EU Member States other than Austria, including used vehicles, the exemption is processed by using claim form U 100 together with an invoice or purchase contract (see 3.1.2). The claim form U 100 certified by the MFA has to be presented to the registration authority which enters a blocking note for the waiting period into the motor vehicles database (see 3.2.4. Waiting Period and repayment of VAT, NoVA and customs duties).

3.2.3 Purchase/Import of Motor Vehicles from Non-EU Member States

Instead of importing motor vehicles from another EU Member State, diplomats (including IO officials holding diplomatic rank) and career consuls may also opt to import two cars tax- and duty-free from a third country (non EU State) every two years subject to reciprocity.

Applicants are requested to use the import privilege declaration form ZBefr 1 or ZBefr1-E in English. The import privilege declaration form has to be signed by the applicant and certified by the diplomatic mission or career consulate.

The completed customs declaration form shall be presented first to the Protocol Department for certification, and then to the Austrian customs office (by the applicant or the forwarding agent etc.) together with the invoice, the order form or alike. The customs office then issues a waiver (*Grundlagenbescheid*) which is given either to the applicant or directly to the shipping and/or relocation company.

The waiver has also to be presented to the tax office, which will register a blocking note into the motor vehicles database (see 3.2.4. Waiting Period and repayment of VAT, NoVA and customs duties).

Claim forms for the import of goods and services from non-EU Member States are available from the Ministry of Finance's Forms Database. Further information is available from the Central Information Office (9500 Villach, Ackerweg 19, Tel. [REDACTED]), e-mail: [REDACTED]

3.2.4 Waiting Period and Repayment of VAT, NoVA and Customs Duties

Whenever a vehicle is purchased or imported tax exempt, duty free and/or exempted from the standard consumption levy (NoVA), the tax office will enter a blocking note into the motor vehicles database. The blocking note is a waiting period that has to be observed before reselling the car. The length of the waiting period is subject to reciprocity, with a minimum of two years.

In case a vehicle for which tax exemption has been granted is sold, otherwise disposed of, hired out, lent or given as security to a non-privileged person before the end of the waiting period, VAT has to be repaid based on the original purchase price. The sale of the vehicle and the payment of the VAT due have to be declared by the former owner of the vehicle (diplomatic mission, diplomat or other privileged person) to the Ministry of Finance, *Johannessgasse 5, 1010 Wien*) by using *form U47* available on the website of the Ministry of Finance (in German and English). A copy of the invoice (purchase) has to be attached. The VAT that is due must be paid to the bank account mentioned in the form by the 15th day of the second month following the purchase/rental etc.

There are some exceptions to this rule; no VAT is due, if

1. the privileged person is recalled/reassigned, provided that at least 6 months of the waiting period have expired;
2. the privileged person has passed away;
3. the vehicle has been seriously damaged;
4. the vehicle has been stolen.

Please find the following list of transactions/incidents which might occur during the waiting period and their respective tax-related consequences.

Examples – Sale/Export before the end of the waiting period:

- The vehicle is sold to an Austrian car-dealer or to a private person in Austria:
 - VAT: Repayment of full amount of VAT by the diplomat (also EU);
 - NoVA: NoVA becomes due, based on the actual (residual) value of the car;
 - Customs duties: Repayment of customs duties by the diplomat, based on the actual (residual) value of the car;
 - Replacement vehicle: Yes.

- The vehicle is sold to a car-dealer or to an individual residing outside of Austria:
 - VAT: Repayment of full amount of VAT by the diplomat;
 - NoVA: No NoVA becomes due;
 - Customs duties: Repayment of customs duties by the diplomat, based on the actual (residual) value of the car;
 - Replacement vehicle: Yes.

- The vehicle is sold to another privileged person in Austria:
 - VAT: Repayment of full amount of VAT by the diplomat;
 - NoVA: no NoVA will be charged;
 - Customs duties: Repayment of customs duties by the diplomat, based on the actual (residual) value of the car;
 - Replacement vehicle: Yes.

- The vehicle is transferred to a location outside of Austria:
 - VAT: No VAT becomes due.
 - NoVA: No NoVA is due.
 - Customs duties: No customs duties.
 - Replacement vehicle: No.

Premature end of waiting period:

- Recall or Reassignment:
 - Definition: Privileged holder is sent back to home country or posted elsewhere.
 - VAT: No VAT due, provided at least six months of the waiting period have passed.
 - NoVA:
 - No NoVA, provided the vehicle is either exported from Austria or transferred to another privileged person in Austria.
 - NoVA is due, based on the actual (residual) value of the car, if vehicle is transferred to a non-privileged person and registered in Austria.
 - Customs duties: No customs duties provided a period of six months has passed.
 - Replacement vehicle: No.

- Decease:
 - Definition: Privileged holder has passed away.
 - VAT: No VAT due.
 - NoVA:
 - No NoVA, provided the vehicle is either exported from Austria or transferred to another privileged person in Austria.
 - NoVA is due, based on the actual (residual) value of the car, if vehicle is transferred to a non-privileged person and registered in Austria.
 - Customs duties: No customs duties.

- The vehicle has been seriously damaged:
 - Definition of seriously damaged: Authorized mechanic must confirm that the vehicle cannot be repaired to a roadworthy condition or that the cost of such repair would amount to more than 100% of the nominal current value of the car.
 - VAT: No VAT becomes due.

- NoVA: In case the vehicle is repaired (despite severe damages) and then transferred to a non-privileged person and registered in Austria: NoVA becomes due, based on the actual (residual) value of the car;
 - Customs duties: No customs duties.
 - Replacement vehicle: Yes.
- The vehicle has been stolen:
 - If a vehicle is stolen: File immediate report with the Austrian police and obtain official confirmation of theft by the police.
 - VAT: No VAT becomes due.
 - NoVA: No NoVA is due.
 - Customs duties: No customs duties.
 - Replacement vehicle: Yes (*see* 3.2.1. - 3.2.3.).

If a NoVA-exempted motor vehicle is transferred (during or after the waiting period) to a non-privileged purchaser, NoVA will be levied. The amount to be levied will be calculated on the basis of the residual value of the vehicle. If it is permitted to acquire a replacement vehicle tax duty free, the procedure set out in chapters 3.2.1. to 3.2.3. has to be followed.

3.3 Other Taxes and Fees

3.3.1 Mineral Oil Tax

According to the Mineral Oil Tax Act (*Mineralölsteuergesetz*), mineral oil tax on diesel and petrol/gasoline can, in principle, be refunded for official motor vehicles of diplomatic missions, career consulates and international organizations as well as for private motor vehicles of diplomats and career consuls, provided reciprocity is granted. If in doubt, please check with the MFA on agreements and specific reciprocities.

For the refund, the diplomatic mission, career consulate or international organization has to submit a note verbale to the MFA at the beginning of the year, presenting a list of all cars owned by the mission/organization and/or its diplomatic staff members, stating each vehicle's registration number, type of engine (diesel or petrol), owner's name and type of vehicle (official or private). The protocol department will then issue a confirmation stating the amount of diesel or petrol that is refundable. This confirmation together with the original invoices for the diesel or petrol purchased has to be presented to the customs office (*Zollamt Wien, Brehmstraße 14, 1110 Wien*), which will refund the mineral oil tax to the diplomatic mission, career consulate or international organization.

If the vehicle fleet of a diplomatic mission, career consulate or international organization changes during the year, the application has to be resubmitted.

Refund is limited to a maximum of 450 litres per month for the vehicle of the head of mission and 300 litres per month for the vehicles of the diplomatic mission or career consulate and its members. The same limits also apply to IOs and their employees holding diplomatic rank. The refund claim has to be submitted

at the latest until the end of the year following the year of purchase of diesel or petrol (e.g. the refund application for diesel/petrol purchases made in 2023 must be submitted, at the latest, until 31 December 2024).

3.3.2 Hunting and Fisheries Fee

Hunting and fishing permits are regulated by the Austrian provinces (in Vienna: MA 58). Diplomats, members of the administrative and technical staff and career consuls are generally exempt from any fees. Exemption from fees does not include the annual membership contribution to the provincial hunting association, which includes compulsory insurance for hunting accidents.

For more information on hunting permits see: [Provincial Hunting Associations](#) or at [wien.at](#). Information on fishing in Vienna is available from the [Viennese Fisheries Association](#), Am Modenapark 1-2, 1030 Vienna, Tel.: [REDACTED] e-mail: [REDACTED] office hours Monday to Friday 8:00-12:00 noon.

3.3.3 Insurance Tax and Engine-related Insurance Tax

Diplomatic missions, career consulates, diplomats, career consuls and members of the administrative and technical staff as well as IOs and officials of IOs (if foreseen in their HQA) are exempted from tax levied on insurance contracts (e.g. on household or fire insurance contracts; *Versicherungssteuer*) as well as from the annual tax on registered motor vehicles levied via the vehicle insurance premium, the so-called engine-related insurance tax (*Motorbezogene Versicherungssteuer*).

3.3.4 TV and Radio Fee

As of 1 January 2024, the annual "GIS fee" (GIS-Gebühr) previously charged by Austrian public broadcaster ORF has been replaced by a device-independent fee, the "ORF contribution" (ORF-Beitrag/Haushaltsabgabe). Every household linked to a main residence address contributes to the financing by means of a levy, as laid down in the Federal Act on the Collection of an ORF Contribution (ORF-BeitragsG, Federal Law Gazette I No. 112/2023).

Diplomats and senior employees of international organizations (holders of a red category MFA Legitimation card), career consuls (holders of an orange category MFA Legitimation card) as well as diplomatic missions, permanent representations, international organizations and consulates general accredited in Austria are exempt from the "ORF contribution" (ORF-Beitrag/Haushaltsabgabe).

The exemption from the "ORF contribution" (ORF-Beitrag/Haushaltsabgabe) does not apply to:

- Austrian citizens (all categories of MFA legitimation cards)
- family members of diplomatic personnel who are permanently resident in Austria and possess an Austrian residence permit

- members of the administrative and technical staff of missions (blue category MFA legitimization card)
- members of the service staff of missions (brown category MFA legitimization card)
- category brown)
- private domestic staff employed by members of a mission (white category MFA legitimization card)
- employees of an international/intergovernmental organization (green category MFA legitimization card)
- employees of an international NGO/quasi-international organizations (purple category MFA legitimization card)

unless they are registered at the same main residence address as a person with privileged status under the Vienna Convention on Diplomatic Relations (holder of a red category or orange category MFA legitimization card) and live with him/her in the same household.

Exemptions which have already granted remain valid beyond January 1 2024 (see § 21 para. 5 ORF-BeitragsG).

3.3.5 Surveillance Fee

Diplomatic missions and career consulates are exempt from all surveillance fees (*Sicherheitsabgabe/Überwachungsgebühr*) normally charged for police services pertaining to public events, provided such events have official character.

3.3.6 Tax on Domestic Pets

Since 2010 dogs older than three months must be microchipped and be registered in the federal database. An annual fee (called the „dog tax“) is levied as well. Diplomats, career consuls and members of the administrative and technical staff, but not IO employees holding a green MFA legitimization card (except if the seat agreement provides otherwise), are exempt from the dog tax by the City of Vienna and most other cities, but not from the obligation to register their dogs. Dogs must also have an insurance coverage of a minimum of 725,000 Euros.

More information on the registration of dogs in Vienna is available at wien.at.

3.4 Purchase of Real Estate

3.4.1 Authorisation Procedure

Any prospective foreign buyer of real estate in Austria is required to obtain the consent of the provincial land commissions (in Vienna: Department MA 35) for the acquisition of real estate. However, this requirement can be waived if the buyer is a foreign state, if the real estate is purchased for official purposes and if reciprocity exists, which means, if Austria is allowed to buy property in the sending State.

EU citizens are exempt from the authorization requirement, although in some provinces – among them Vienna – they have to present a specific waiver form (*Negativbestätigung*).

3.4.2 Land Transfer Tax

With the acquisition of real estate, the land transfer tax (*Gründerwerbsteuer*, 3.5% of the purchase price) is levied. If the buyer is a foreign state, if the real estate is purchased for official purposes of the mission and if reciprocity exists, i.e. if Austria could acquire real estate tax-free in the sending State, the land transfer tax will be waived.

Since seller and buyer have a common tax liability, the Austrian fiscal authorities require the seller, if he/she enjoys no privileges, to pay the entire fee.

3.4.3 Registration Fee for Land Register

Upon registering the ownership of the purchased real estate with the land registry office (*Grundbuchsamt*), a registration fee is levied. An exemption applies to foreign states, if the real estate is purchased for official purposes of the mission, subject to reciprocity.

The amount of the registration fee is based on the value of the property (1.1% of the purchase price or a minimum of 40 Euros). The fee has to be paid to the land registry office located at the competent district court.

3.4.4 Property/Land Tax

In Austria, there is an annual tax on real estate ownership. An exemption applies for foreign states, if the real estate is owned for official purposes of the mission and subject to reciprocity. Information on property/land tax (*Grundsteuer*) is available by contacting the local/municipal administration of the community in which the property is located.

3.4.5 Contractual Fee

Rental and purchase contracts are subject to a fee (*Vertragsgebühr*). An exemption applies if the owner, buyer or tenant is a foreign state or if the real estate is owned, purchased or rented as an official premise of the foreign mission or to be used as official residence (see Art. 23 VCDR; Art. 32 VCCR). As set out in 3.4.2., a collective liability of buyer and seller applies. Diplomats, career consuls and technical and administrative staff are not exempt from fees on immovable property (see Art. 34 (f) VCDR; Art. 49 (1)(f) VCCR). The same applies to officials of IOs as set forth in the respective HQAs.

	Diplomatic Mission or Career Consulate	Diplomats and Career Consuls
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	(purchase for official purposes)	
Authorization Procedure	Exemption subject to reciprocity	No exemption (except EU citizens)
Registration Fee for the Land Register	Exemption subject to reciprocity	No exemption
Land Transfer Tax	Exemption subject to reciprocity	No exemption
Property/Land Tax	Exemption subject to reciprocity	No exemption
Contractual fee	Personal exemption for HoM for office and residence	No exemption

To obtain the above-mentioned exemptions, please contact the Protocol Department via note verbale well in advance of any planned purchase. The note verbale should mention the exact address of the property as well as its future use (e.g. as chancery or residence). The Protocol Department will review reciprocity in the sending State, and if confirmed, issue a certificate.

If a mission wants to sell its property (i.e. mission office building, residence of the head of mission), it is exempt from the so-called "real estate tax" (*Immobiliensteuer* as set forth in Sec. 30 Income Tax Act; see Art. 23 VCDR and Art. 32 VCCR respectively).

Please note that individuals who purchase or sell real estate in Austria and who are not exempt from taxes and fees (see overview above) must apply for a tax identification number (*Steuernummer*).

For more information on real estate purchase in Vienna see: wien.gv.at. For information on real estate purchase in Austria see help.gv.at or consult the website of the Ministry of Finance.

4 Vienna Airport Facilities

4.1 VIP Facilities at the General Aviation Terminal (GAT)

Vienna-Schwechat Airport is run by the Airport Management Company (*Flughafen-betriebsgesellschaft AG*), a private business. At the General Aviation Terminal this company offers, comprehensive services including VIP lounges, special attendance, parking and catering as well as the opportunity to receive and welcome passengers. The company charges for the services provided.

The MFA will assume charges for the use of airport VIP facilities on the occasion of arrivals of newly appointed ambassadors to Austria and their final departure (not including costs for catering).

It is recommended for embassies to use the VIP services of the GAT in order to ensure a swift and smooth transit of their high-ranking government officials travelling via Austria. VIP transit service costs have to be borne by the embassies.

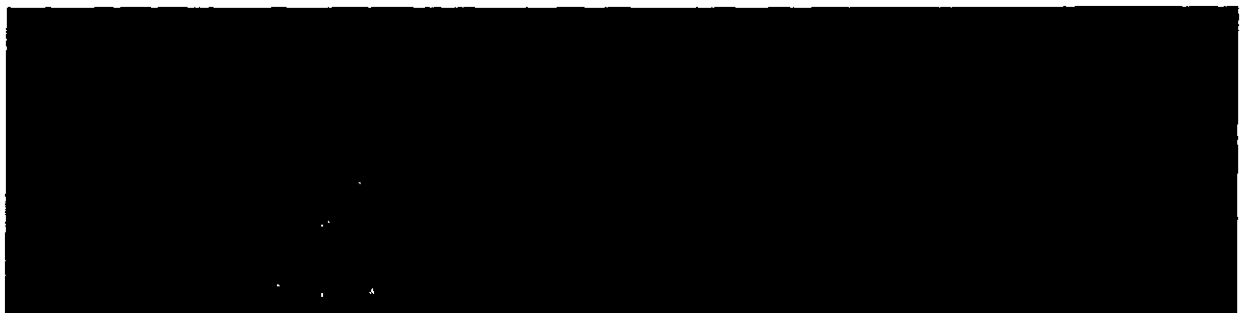
Should embassies decide not to use the services of the General Aviation Terminal, Vienna Airport offers at its main terminal a Premium Service that includes escorting arriving, transiting and departing passengers through the airport.

More information on VIP facilities is available at the [Vienna Airport website](#).

4.2 Access to the Airport

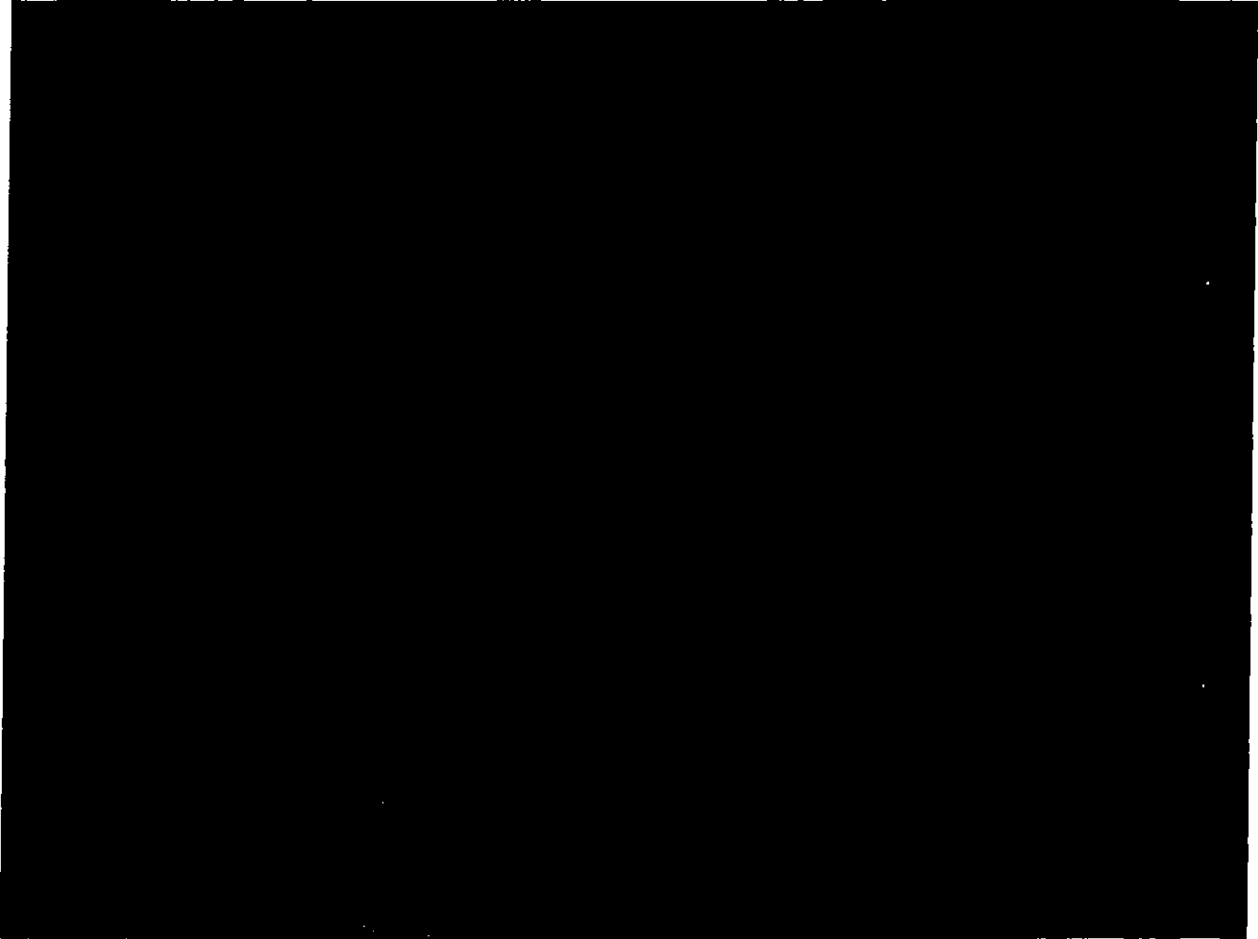


4.3 Parking at the Airport

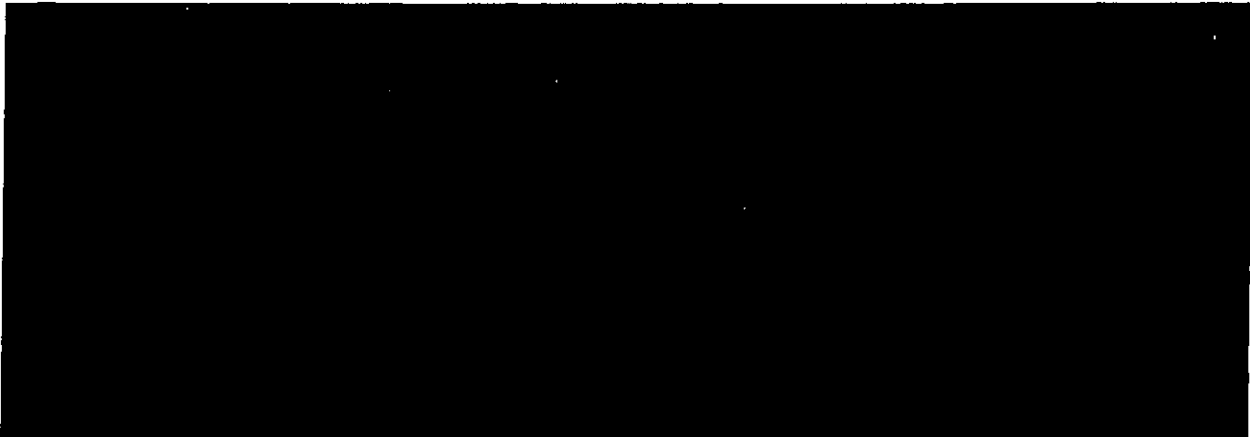


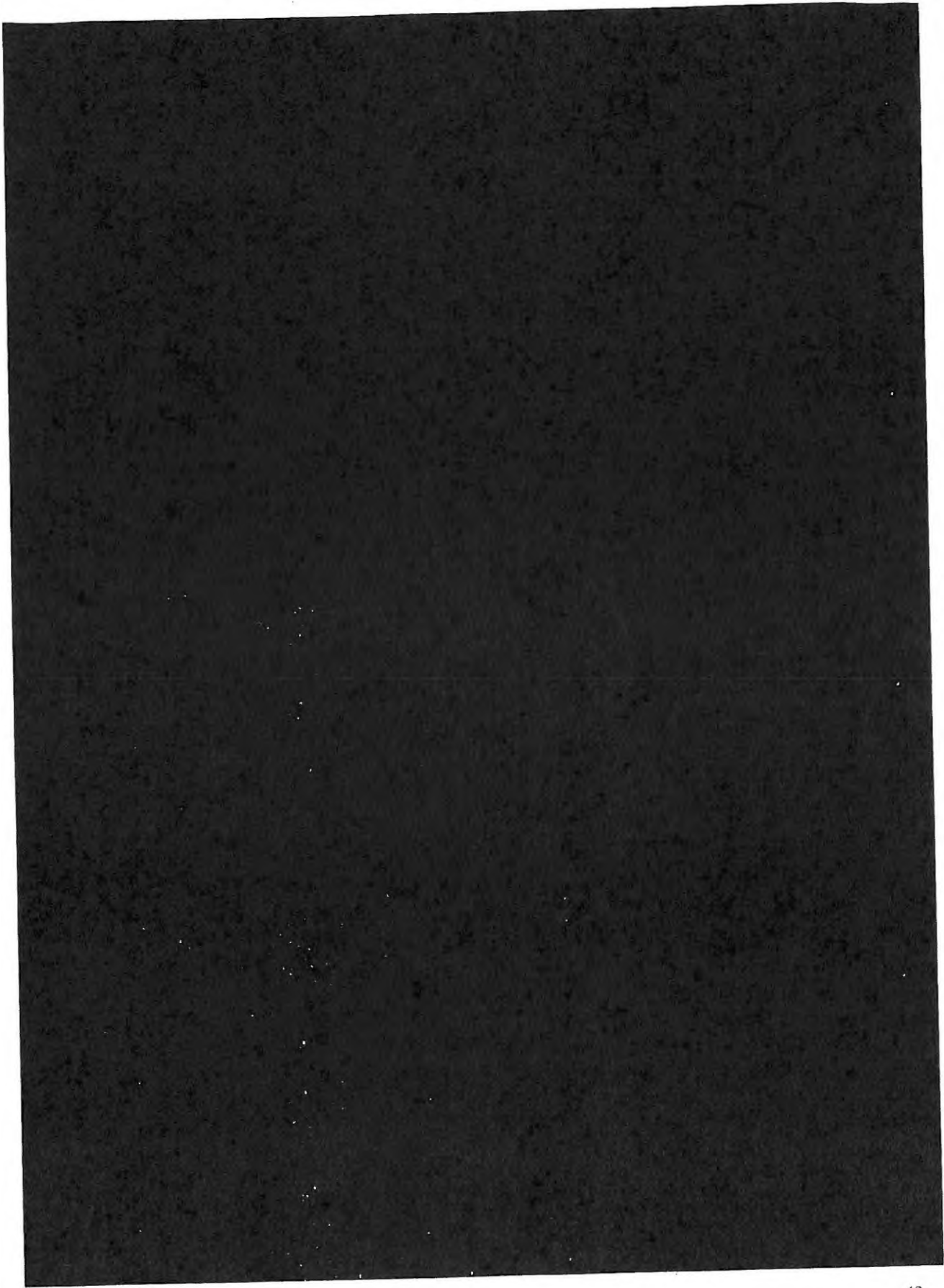


4.4 Exception of Security Screening at Austrian Airports



4.5 Applications for Overflight/Landing Permits for Governmental Aircraft







5 Traffic-Related Questions

The Protocol Department recommends memberships in one of Austria's automobile associations ÖAMTC or ARBÖ. These associations do not only provide ample information on road and seasonal conditions but also offer services such as emergency road assistance to their members.

Compulsory use of winter tyres: Between 1 November and 15 April cars up to 3.5 tonnes of weight are allowed to be operated only with winter tyres when winter conditions such as snow and ice prevail. For further details of this legal requirement please see:

[Compulsory use of winter tyres \(oesterreich.gv.at\)](http://oesterreich.gv.at)

5.1 Registration of Vehicles and License Plates


New members of foreign diplomatic missions, career consulates or international organizations **must register their motor vehicles within one month of taking up residence in Austria**. They must obtain a registration card (*Zulassungsschein*) and an Austrian license plate. It is not allowed to drive with foreign license plates for longer than one month. Please check with your vehicle insurance company.

Motor vehicles belonging to diplomatic missions, career consulates, diplomats (including officials of IOs holding diplomatic rank), career consuls and their family members must be registered with the Austrian traffic authorities.

The traffic authority in Vienna to obtain a diplomatic or consular licence plates is:
[Lenkberechtigung/Führerschein \(polizei.gv.at\)](http://polizei.gv.at)

Dietrichgasse 27

1030 Wien



All other mission members have to register their cars via their vehicle insurance companies. They will receive ordinary licence plates issued by the Austrian province where they reside.

Before registering a privately imported vehicle (including vehicles as part of the personal effects) with the traffic authorities, it is recommended to check on possible country specific restrictions with the Protocol Department.

Upon registration of the vehicle with the traffic authorities, the following documents need to be presented:

- The applicant's MFA Legitimation card
- Proof of insurance coverage
- Foreign car documents and license plates
- Car type certificate (*Typenschein*) or COC-letter (*Auszug aus Genehmigungsdatenbank*) or "single approval" certificate (*Einzelgenehmigung*; states that the vehicle conforms to the technical standards applied in Austria; see 3.2. Motor Vehicles)
- U 100 (also called „Article 15 declaration“; for cars brought to Austria from an EU Member State other than Austria; see 3.2.2.) or customs declaration form ZBefr 1 (for cars imported from non-EU Member States, see 3.2.3.) The U 100 or ZBefr1 has to be certified by the MFA. The traffic authorities will then enter a blocking note for the waiting period into the registration certificate (see 3.2.4. *Restitution of VAT and waiting period*).

Any change of address of the vehicle's owner has to be notified to the traffic authorities within one week.

Motor vehicles with diplomatic or consular license plates associated with a mission or organization may only be driven by staff members. Personal motor vehicles with diplomatic or consular license plates may only be driven by individuals enjoying privileges and immunities, as well as members of their household.

If selling or exporting the vehicle, the owner of the vehicle must de-register with the insurance company (for regular license plates) or the traffic authority (for diplomatic and consular license plates) and return the license plates. The yellow registration card (*Zulassungsschein*) will be returned to the holder and the de-registration will be noted in the document.

Please note that the MFA must be notified without delay by means of a note verbale of both the vehicle transferral (sale or export) and the **return of the license plates**. Please note that failing to provide the MFA with the confirmation of de-registration of the licence plate may lead to delays in registering a car of the successor. It is unlawful to continue to use diplomatic or consular license plates once the posting or the employment contract has ended.

More information on vehicle registration is available at www.oesterreich.gv.at

5.2 Driving Licences

The Driving Licence Act ("*Führerscheinggesetz*") stipulates in Sec. 23 that diplomats, career consuls, members of the administrative-technical staff of diplomatic missions or consular posts, and officials of IOs holding a valid legitimation card issued by the MFA are entitled to drive motor vehicles on the basis of

their foreign driving licences during their stay in Austria. No formal act of recognition or transcription of the foreign driving licence is required. However, foreign driving licences issued outside the European Economic Area (or not corresponding to Annex 9 of the UN Geneva Convention on Road Traffic or Annex 6 of the Vienna Convention on Road Traffic or Annex 1 or 1a of the regulation 91/439/EEC), need to be accompanied by a certified translation (which can be done by the embassy or career consulate itself) or an international driving licence.

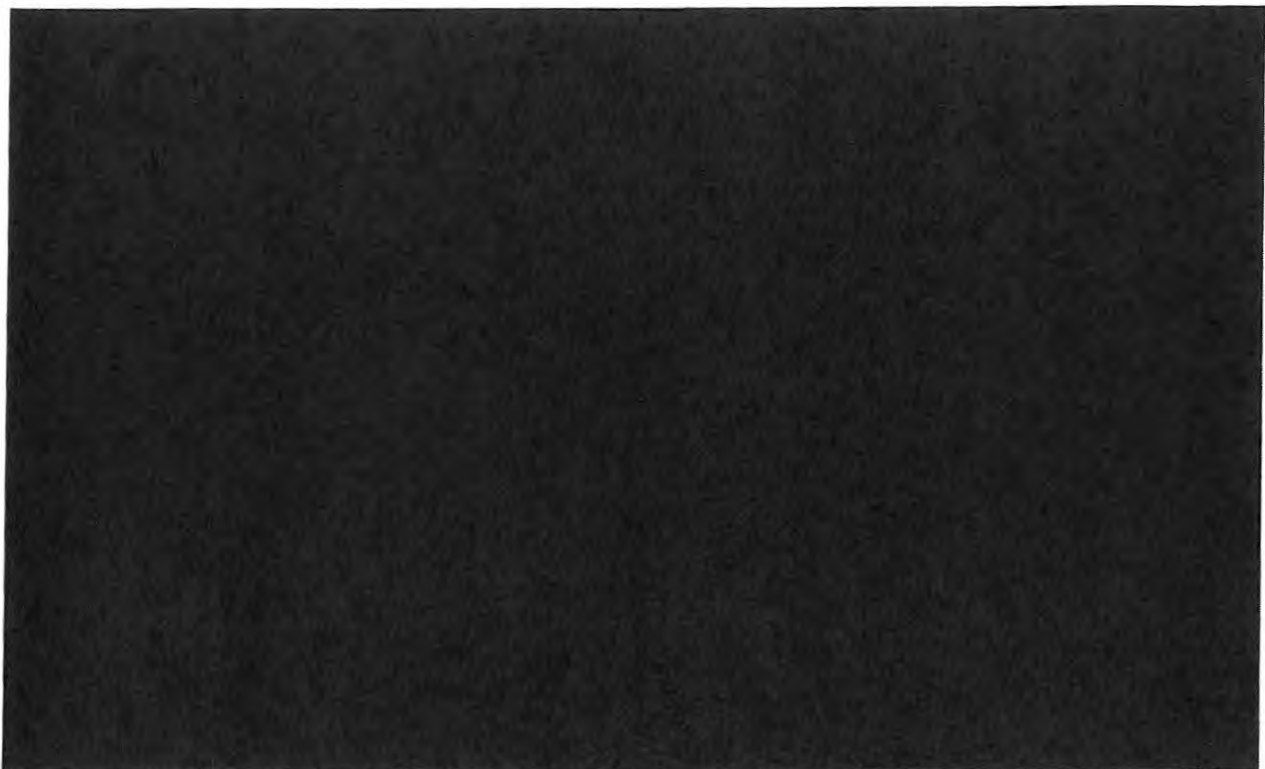
If members of diplomatic missions or career consulates would like to obtain an Austrian driving licence, applications can be made under the following conditions:

- The applicant has been living in the issuing country for more than six months.
- The applicant resides now in Austria but has not been residing in Austria longer than 24 months.

The applicant then has to either prove his/her driving skills during a practical driving test or hold a driving licence of a country which applies the same standards for issuing driving licences as Austria (see www.oesterreich.gv.at).

For more information on driving licences, including international driving licences: www.oeamtc.at and www.arboe.at as well as on the website of the [Federal Ministry for Climate Action, Environment, Energy, Mobility and Technology and Technology](#).

5.3 CD Parking Zones





5.4 Restricted Residential Parking Zones in Vienna

In order to facilitate local parking for residents, public parking in all Viennese districts is restricted to short-term parking only. Short-term prepaid parking vouchers (between 30 minutes and 2 hours) can be bought at Viennese tobacco stores, petrol stations, ticket machines at underground stations and post offices. Payment can also be made via mobile phones (www.handyparken.at). The current fee is 1.25 Euros for 30 minutes. In addition, there are also 15 minutes parking vouchers available that are free of charge and allows you to park your car for up to 15 minutes in a short-term parking zone without paying a fee.

While residents of the districts listed above are eligible to obtain exemption stickers for their vehicles subject to a fee, all other persons or institutions are required to find arrangements for permanent or long-term parking with local car parks.

Diplomats and career consuls are entitled to exemption stickers at a reduced rate only in their district of residence. Diplomatic missions and career consulates are not entitled to exemption stickers for their vehicles.

More information on restricted parking zones in Vienna is available at www.wien.gv.at/verkehr/parken or <https://www.parken.at/>

5.5 Violations of Traffic Regulations

Art. 41 VCDR stipulates that it is the duty of all persons entitled to privileges and immunities to respect the laws of the receiving State. This includes laws and regulations on road traffic as well.

When stopped by police, all persons with diplomatic privileges and immunities should immediately inform the law enforcement officers of their status, preferably by showing their legitimation card issued by the MFA. In addition, the driving licence and other vehicle documents have to be provided if so requested by the police. If the driver holds a foreign driving licence, it is obligatory to carry the certified translation of the driving licence (*see 5.2.*).

The police may verify that the legitimation card is valid. In case of doubt on the extent of immunity, the MFA is contacted. Upon request, the law enforcement officers have to provide their individual service numbers, but they do not have to give their names.

The police and parking enforcement run a policy of restraint with regard to towing of vehicles with diplomatic or consular number plates. Cars are towed only when a vehicle is parked in such a way that it constitutes a danger to other persons or vehicles or seriously hinders traffic. Note that at the airport all cars parked illegally will be towed. Costs for towing are considered charges for specific services rendered in accordance with Art. 34(e) VCDR. No privileges or immunities therefore apply in these cases.

Driving under the influence of alcohol is regarded as a very serious traffic offence and is sanctioned with particularly high fines and, in the event of recurrence, the suspension of the driving licence for a minimum of one month. Vehicles must not be operated if the blood alcohol level of the driver is above 0.5 g/l (that is, if the breath alcohol level of the breathalyser test is above 0.25 mg/l). If these limits are exceeded, the vehicle will be immobilised (for example by attaching wheel clamps) and the driver will be requested to take an alternative means of transport.

Refusing to take the breathalyser test is a very serious offence and equated with a blood alcohol level of 1.6 g/l, which in turn is sanctioned with a fine of up to 5,900 Euros and suspension of the driving licence for at least four months. Holders of privileges and immunities may refuse to be breathalysed. If they do refuse, and the police, on the basis of other symptoms, nevertheless come to the conclusion that the alcohol tolerance limit has been surpassed, the same measures as mentioned above will be applied.

Speeding is also considered a major offence, as it is responsible for a high number of road traffic accidents. Therefore, it is, in serious cases, sanctioned with high fines and the suspension of the driving licence for several weeks to months. In less serious cases of speeding, which are detected by an automatic device (radar), car holders will first receive a so-called "*Anonymverfügung*" by regular mail to their home address. If the fine is paid at this stage, no further action is taken and neither the mission nor the MFA will be notified. Payment of the *Anonymverfügung* is strongly encouraged.

With respect to traffic violations the immunities of the VCDR apply. However, administrative proceedings can only be discontinued once the respective driver has been identified by name and the level of immunity determined in each case. Diplomatic missions and career consulates are thus asked to convey the required information to the MFA by note verbale and, in cases of functional immunity, to provide the pertinent travel details.

In cases of serious accidents, driving under the influence of alcohol or recurrence of dangerous behaviour in road traffic, the sending State will be asked to waive the immunity of the person concerned. A growing number of sending states have adopted policies making their diplomats pay their fines for violations of traffic regulations. The handling of traffic violations involving diplomats and cars with ordinary licence plates is particularly difficult (*see recommendation in 5.1.*) Therefore, missions are requested to instruct drivers of such cars to strictly abide by traffic rules. Please be advised that justifying immunity for drivers of such vehicles will be dealt with as low priority cases by the MFA.

More information on traffic infractions is available on the website of the [ÖAMTC](#).

5.6 Annual Vehicle Inspection

All motor vehicles need to pass an annual technical inspection test by a certified mechanic at a car repair shop or at one of the Austrian automobile associations. **Cars with diplomatic or consular license plates are not exempt from this annual compulsory inspection.** After the inspection, a sticker (*§57a KFG-Plakette*) will be attached on the windshield, indicating the date of the next necessary technical inspection. The technical inspection should be carried out at the earliest one month before or, at the latest, up to four months after the date indicated. Police will remove the license plates of vehicles found to violate this rule.

For more information on the annual technical inspection see:

[Vehicle inspections \('Pickerl' inspection stickers\) \(oesterreich.gv.at\)](https://www.oesterreich.gv.at)

5.7 Motorway Toll Sticker

Motor vehicles using Austrian motorways (*Autobahnen und Schnellstraßen*) require a valid toll sticker („*Vignette*“) or GO-BOX (for trucks or busses). These stickers can be obtained at petrol stations or tobacco stores. As this toll is a charge levied for the specific service of providing and maintaining Austrian motorways, no exemptions for holders of diplomatic privileges and immunities are granted. The stickers are valid only if they are attached to the windshield following the instructions provided with the sticker. Please note that it is also possible to purchase a digital vignette.

For more information see:

[ASFINAG](https://www.asfinag.at)

[Digital Vignette](https://www.asfinag.at/digital-vignette)

[Vignette - Austria's Motorway Toll Sticker | All Necessary Info](https://www.asfinag.at/vignette-austrias-motorway-toll-sticker-all-necessary-info)

5.8 Protection of Premises and Persons

The Federal Ministry of the Interior takes all necessary measures to prevent disturbances of peace and to protect the premises of the Missions from intrusion.

In order to comply with this goal, any changes of address of the embassy and the residence but also information on threats should be communicated in due time to the MFA/Protocol Department. It is further advisable to establish and maintain contact with the local police station.

In case of real or perceived threats, information should be as quick, concrete and detailed as possible. Emergency telephone numbers that can be contacted 24/7 are the following:

- Fire brigade: 122
- Police: 133

- Ambulance: 144
- European Emergency Number: 112
- On-call duty telephone number of the Viennese Provincial Agency for State Protection and the Fight against Extremism Vienna (LSE Wien): [REDACTED]

Damages resulting from robberies, burglary or attacks on premises should be reported to the nearest police station as soon as possible.

Diplomatic missions and career consulates are requested to nevertheless take all necessary measures to protect their premises in accordance with the latest security standards. They are allowed to install a security and surveillance camera system in compliance with the provisions of the EU General Data Protection Regulation (DSG-VO) and the Austrian Data Protection Act (*Datenschutzgesetz*, DSG). Video-recorded material must be deleted after 72 hours. Furthermore, cameras must not record public areas.

5.9 Assemblies and Demonstrations

In Austria, the freedom of assembly and the right to hold demonstrations are constitutionally guaranteed rights. Law specifies the limits within which the competent authorities may restrict them. At the constitutional level, the freedom to assemble is laid down in both Art. 12 of the Civil Rights Act (*Staatsgrundgesetz 1867*) and Art. 11 of the European Convention for the Protection of Human Rights and Fundamental Freedoms (which has constitutional rank in Austria and is directly applicable).

Pursuant to Art. 11(2) of this Convention, authorities are entitled to restrict the exercise of these rights under certain conditions. Such restrictions can be applied if they are stated by law, necessary in a democratic society and in the interest of national security or public safety, for the prevention of disorder and crime, for the protection of health or morals or for the protection of the rights and freedoms of other persons. In each case, the authority will have to balance the interests of the individual enjoying the right against the public interest, taking into account the proportionality of the restrictions envisaged.

According to Sec. 6 of the Austrian Assembly Act (*Versammlungsgesetz*), authorities have to prohibit assemblies whose purpose violates criminal law or which endanger public order and safety. Consequently, assemblies and demonstrations near foreign missions will be risk-analysed. Unless they contravene the above-mentioned laws or jeopardize the security and integrity of the Mission as set forth in Art. 22 VCDR, they will be permitted, but closely monitored by Austrian police forces.

5.10 Official Functions Hosted by Diplomatic Missions and Career Consulates

If a diplomatic mission or career consulate is planning a major official function, special police measures for traffic regulation and protection may be requested. These requests should be submitted to the MFA at least one week ahead of the planned function and must indicate place, date and time, expected duration, number of guests, and a contact person of the Mission (see Annex VIII). General inquiries

concerning such events in Vienna might also be directed to the LSE Vienna by sending an e-mail to [REDACTED]

5.11 Firearms

5.11.1 High-ranking Visits

In case of visits by heads of state, members of government or comparable high-ranking officials of EU Member States as well as staff assigned for their personal protection, no special permit is required for the import, possession and carrying of firearms for the performance of their functions. Notification of the MFA and the Ministry of the Interior is however necessary.

On the occasion of high-ranking visits from non-EU-Member States including security carrying firearms, the competent Austrian embassy will issue on request certifications which entitle close protection officers to enter Austria with a firearm and to carry it. Only in the most exceptional cases such certifications may be issued by police at the border crossing point or airport.

Early notification of the competent Austrian Embassy or the Protocol Department (abti1@bmeia.gv.at) is critical for the certificates to be issued in time. Foreign security personnel do not enjoy any official powers during their stay in Austria and may use firearms only in self-defence.

When visiting federal buildings such as the President's Palace or the MFA, only one security officer (armed or unarmed) is permitted to enter the premises.

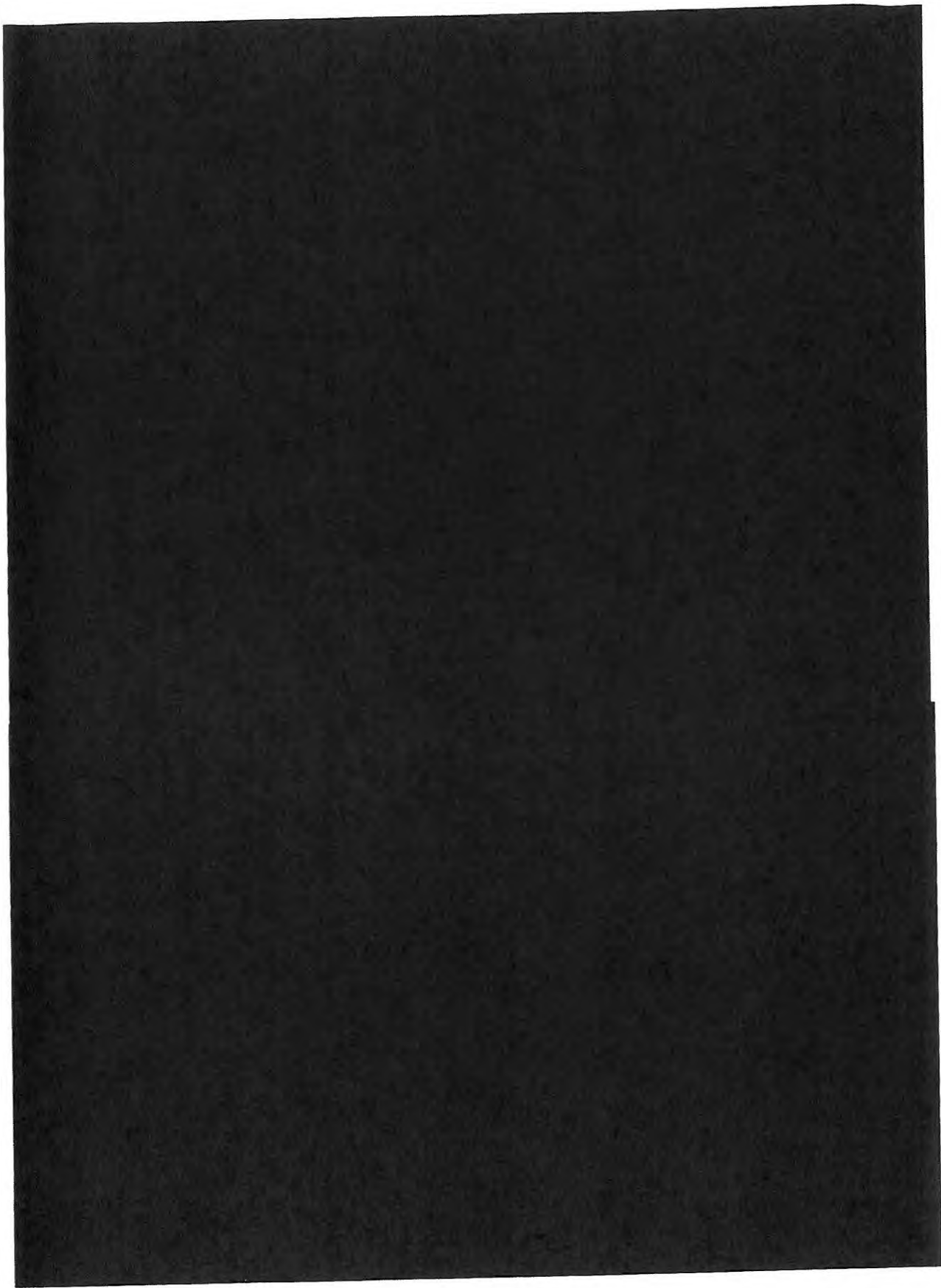
5.11.2 Firearm Licences for Staff of Diplomatic Missions and Career Consulates

The Firearms and Event Office of the Provincial Police Directorate Vienna (*Referat Waffen und Veranstaltungsangelegenheiten der Landespolizeidirektion Wien*) issues firearm possession cards (*Waffenbesitzkarten*) and firearm passes (*Waffenpässe*) to holders of legitimation cards issued by the MFA.

It is recommended to contact the administration office of the Federal Police Directorate Vienna in order to clarify the administrative requirements in each individual case (import, possession and carrying of firearms).

More information on firearms is available at [Waffenrecht](#) or call the Firearms and Event Office of the Police Directorate (*Referat Waffen und Veranstaltungsangelegenheiten der Bundespolizeidirektion Wien*), 1010 Wien, Schottenring 7-9, Phone [REDACTED] (office hours: Mo-Fr 08.00 a.m. to 12.00 noon), e-mail: [REDACTED]

5.12 Telecommunications



5.13 Electoral Proceedings

Whenever a mission intends to hold elections for public office or referenda of the sending state within the borders of Austria or to use a diplomatic mission or consular post as a polling station for such elections or referenda, the following should be observed:

A formal request should be submitted at least one month in advance by means of a note verbale to the MFA - Department IV.3 (abtiv3@bmeia.gv.at).

The note verbale should include the precise designation and date of the election or referendum as well as the exact address(-es) and opening hours of the planned polling station(s). It is preferable to send only one note verbale for any given election or referendum, unless the relevant information subsequently changes.

Where applicable, said note verbale may also include a request for any special security measures (such as enhanced police protection for the diplomatic mission or consular post being used as a polling station).

Consent towards holding elections or referenda in Austria as well as to the practicalities of the elections will only be granted on the basis of reciprocity. Equally, consent to the assistance of Austrian institutions (such as notaries public) in the electoral proceedings requires reciprocity.

6 Foreign Orders and Decorations for Austrian Citizens – application for agreement of the Austrian authorities

A foreign state wishing to grant a decoration conferred by a Head of State to an Austrian citizen should apply for agreement of the Federal Chancellery through the Protocol Department of the MFA.

The diplomatic mission are requested to communicate to the MFA by way of note verbale the following information:

- Full name, date of birth and address of the intended recipient
- Name and class of the proposed award
- Brief information on the reason for granting the award

The note verbale should be sent to the Honours Secretariat of the Protocol Department (orden@bmeia.gv.at).

The rules set out above do also apply to military awards and decorations. The MFA will consult the Ministry of Defence for consent.

ANNEX II

Employment of Private Domestic Staff (PDS) - Regulations

1. Working conditions and remuneration:

Employment contract

Before starting to work, rights and duties have to be specified in a service agreement. See the attached template. This agreement needs to be signed by the employer and employee. Only adults (over the age of 18 years) are allowed to work as PDS in Austria.

Wages

The remuneration depends on the minimum wage rate applicable. Wages shall be paid monthly, on the day of the calendar month. As of 1 January 2024 the minimum wage for private domestic staff in Austria is EUR 1638 paid for full-time employment (238 hours per month) 15 times per year (12 monthly wages + 2 wages for vacation allowances + 1 wage Christmas allowance). This salary is valid for live-in, non-cooking service staff with no professional training during the first and fifth year of employment.

Extra wages have to be paid on 1 June and 1 December. Pro rata payment of extra wages.

Example PDS arrives in March:

- Vacation allowance: In June $2 \times (3/12) \times 1638 = 819$
- Christmas allowance: In December $1 \times (9/12) \times 1638 = 1228,5$

For more information see:

Federal Ministry of Finance

Austrian Social Security

Federal Ministry for Labour, Family and Youth

The Chamber of Labour Vienna (Arbeiterkammer Wien)

Bank account

The PDS must open a bank account with an Austrian bank on his/her own name. Monthly wages have to be paid into the bank account. Cash payments will not be accepted by the Protocol Department as proof of payment. Bank statements will have to be presented annually to the Protocol Department in order to process a renewal of the legitimation card. Records of bank account statements should be kept for a minimum of 3 years. No other person than the PDS should be allowed to use his/her ATM bank card.

Lodging

The PDS should have a for the exclusive and private use of the PDS must comply with the health care and construction regulations, and feature appropriate furnishings, including specifically a lockable cupboard. PDS must be given healthy and sufficient food.

Working hours, hours of rest, breaks

Working hours, including standby duty, must not exceed 110 hours within a period of two calendar weeks. The daily hours of rest must be at least 10 hours, a period which includes the time between 9 p.m. and 6 a.m. The employee is entitled to breaks totalling at least three hours, whereas 30 uninterrupted minutes to eat the main meals of the day must be granted at least twice a day.

Excess hours

The above working hours may be exceeded only in exceptional cases. In such a case, the employee is entitled to additional hours of rest in compensation within the next two calendar weeks or will be given extra money in the amount as specified in the applicable minimum wage rates.

Cutting short any breaks or an interruption of the night's rest is permitted only when the employee's services during such times are necessary for urgent, non-deferrable or unavoidable reasons. In such an event, extra pay is due, regardless of whether or not additional time is granted in compensation for cutting short breaks or interrupting the night's rest. The amount of such surcharges is also specified in the applicable minimum wage rates.

Leisure and remuneration for work on holidays

Employees are entitled to:

- a leisure period beginning not later than 2 p.m. on one working day of each week to be agreed, which period extends until the start of work on the next day;
- one work-free Sunday every second week. This leisure period starts by the end of the working hours on Saturday and must extend until the start of work on Monday.

If working Sundays and on legal holidays, the working period must not exceed six hours. For work on legal holidays, separate holiday remuneration is due in addition and equal to the remuneration for the work rendered.

Legal holidays in Austria (*see Annex V for details*):

1 January (New Year's Day), 6 January (Epiphany), Easter Monday, 1 May (State Holiday), Ascension Day, Whit Monday, Corpus Christi, 15 August (Assumption Day), 26 October (National Day), 1 November (All Saints' Day), 8 December (Immaculate Conception), 25 December (Christmas Day), 26 December (St. Stephen's Day).

In addition, the PDS should be allowed to attend religious services.

Protection of pregnant employees

The following restrictions apply to pregnant employees:

- no heavy work (lifting and stretching)
- maximum 9 hours per day, 40 hours per week work shifts
- Sundays and holidays = rest days, no work shifts during the night

No work eight weeks prior to the expected delivery date until eight weeks after giving birth. While the working relationship is not interrupted during this time, no wages need to be paid out as the PDS will receive money from the Austrian social insurance fund.

Holidays

The PDS is entitled to an uninterrupted vacation period of 35 calendar days each year. The exact timing of the vacation is to be agreed, and the vacation period may be split subject to the employer's consent. The full amount of remuneration must also be paid during the vacation period.

Prevention of service

If the PDS cannot work due to sickness, he/she is entitled to the remuneration for a period of six weeks. This entitlement period increases with the duration of employment. If the sickness continues, the employee is entitled to half the remuneration for another four weeks. If the employee suffers an accident at work or from a work-related disease, he/she is entitled to continued remuneration for up to eight weeks. The employment relationship must not be terminated with immediate effect due to sickness or an accident at work.

In case of termination of employment, the employee is entitled to the remuneration for the abovementioned periods, even if the employment relationship is not terminated yet. Further, the employee continues to be entitled to the remuneration when he/she is prevented from working for a relatively short period for major personal reasons due to no fault of his/her own (e.g. death of a close family member).

Termination of employment

The employment contract may be of limited or unlimited duration. Those of unlimited duration may be terminated at any time by giving notice. The period of notice is two weeks. If a trial period is agreed, during such period the employment relationship can be terminated by either party at any time effective immediately. A trial period may not exceed one week.

PDS may be dismissed with immediate effect only on very important grounds. Such grounds include disloyalty, persistent neglect of the employee's duties, untrustworthiness, or violence against the employer.

References

Upon termination of the employment relationship, the employer is obliged, at his/her cost, to give the employee a written reference letter ("*Dienstzeugnis*") on the duration and type of service rendered.

Mandatory requirements

The rights due to the employee by law can neither be waived nor limited by agreement.

2. Visa and Residence in Austria

If all conditions are met, prospective PDS may apply for a visa D.

It should be noted that the visa will only be issued once the employer has taken up residence in Austria and has been duly accredited and that proof of adequate housing for future PDS has to be provided with the visa application.

Future PDS will be given a Schengen type D visa at the Austrian mission accredited to his/her country of residence. (Type D visas for Austria can only be issued by Austrian missions and not by those of other Schengen states representing Austria in visa matters.)

Upon his/her arrival in Austria, PDS will then be issued an MFA legitimization card after presenting a confirmation of the registration at the consular department of the embassy or consulate of their home country. PDS must personally pick up the Legitimation card at the protocol department (Monday–Friday 10.00 a.m. – 12.00 noon) where they will be briefly interviewed. This legitimization card serves as proof of identity and allows the holder (in combination with a valid travel document) to freely enter, reside in and leave Austrian territory. Holders of MFA legitimization cards are thus exempt from the requirement to hold any other Austrian residence title. They can travel without a visa within the Schengen area; however, the cardholder must also carry his/her passport when travelling abroad.

The MFA would like to remind that the employer must not keep the passport, the legitimization card nor the bank card of the PDS at any time.

Upon termination of the contract, the employer has to pay outstanding wages and to ensure that the PDS returns to his/her home country or leaves the Schengen area, unless he/she is granted a residence permit for Austria or another Schengen state.

For all questions relating to insurance and social security, see 2.7. Locally Employed Staff and 2.8. Private Domestic Staff.

ANNEX III

Employment Contract for Private Domestic Staff

DIENSTSCH E I N

EMPLOYMENT CONTRACT

for private domestic staff

1.)	Name und Anschrift des Dienstgebers: <i>Name and address of employer:</i>
2.)	Name und Anschrift des Dienstnehmers: <i>Name and address of employee:</i>
3.)	Geburtsdatum des Dienstnehmers: <i>Birth date of employee:</i>
4.)	Beginn, bei Dienstverhältnissen auf bestimmte Zeit auch Ende des Dienstverhältnisses: <i>Start date and end date of contract of employment:</i>
5.)	Dauer der vereinbarten Kündigungsfrist: <i>Notice period (of contract termination)</i>
6.)	Welche Probezeit wurde vereinbart (höchstens 1 Woche): <i>Duration of employment probation period - one week maximum:</i>
7.)	Arbeitsort: <i>Work address</i>

8.)	<p>Verwendung im Haushalt:</p> <ul style="list-style-type: none"> - Hausgehilf/e/in ohne (mit) Kochen <i>Domestic help without (with) cooking</i> - Köchin/Koch <i>Cook</i> - Wirtschaftler/in, Haushälter/in <i>Housekeeper</i> - Kinderbetreuungsperson <i>Nanny</i> - Säuglingspfleger/in <i>Baby nurse</i> - Krankenbetreuer/in <i>Nurse</i> - Diplom-Säuglingspfleger/in <i>Registered baby nurse</i> - Diplom-Krankenpfleger/in <i>Registered nurse</i> - Kindergärtner/in mit Befähigungsnachweis <i>Qualified kindergarten nurse</i> - Erzieher/in mit Befähigungsnachweis <i>Qualified tutor</i> - Hausprofessionisten <i>Odd-jobbers</i>
9.)	<p>Art der Sonderleistungen - zum Beispiel¹:</p> <p><i>Special duties, e.g. ,etc.</i></p> <ul style="list-style-type: none"> - Krankenbetreuung <i>taking care of sick persons</i> - Kinderbetreuung <i>taking care of children</i> - Pflege eines Fahrzeuges <i>maintenance of vehicles</i> - Gartenarbeiten <i>gardening</i> - -
10.)	<p>Vereinbarung monatlicher Geldbezug (15 Mal)²:</p> <p><i>Agreed monthly payment(15x p.a.)</i></p> <p>.....</p>
11.)	<p>Vergütung für Sonderleistungen:</p> <p><i>Current minimum wage</i></p> <p>.....</p>
12.)	<p>Arbeitnehmeranteil der Sozialversicherung wird vom Arbeitgeber getragen³:</p> <p><i>Social Security/Health insurance contribution is paid by Employer:</i></p>

¹ Gem. § 4 Mindestlohtarif BGBl. 303/2018 i.d.g.F.

² Gem. §9 (2) HgHaG/ BGBl. 235/1962 i.d.g.F. sowie gem. § 5 Mindestlohtarif BGBl. 303/2018 i.d.g.F.

³ Nichtzutreffendes streichen

	<ul style="list-style-type: none"> - Ja <i>Yes</i> - Nein <i>No</i>
13.)	<p>Vereinbarte Sachleistungen: <i>Remuneration in Kind:</i></p> <ul style="list-style-type: none"> - Frühstück <i>Breakfast</i> - Gabelfrühstück <u><i>Mid-morning Snack</i></u> - Mittagessen <i>Lunch</i> - Jause <i>Snack</i> - Nachtstuhl <i>Dinner</i>
14.)	<p>Wenn Sachleistungen nicht gewährt werden, Höhe der Abgeltung⁴: <i>If Remuneration in Kind is not provided, Amount of compensation:</i></p> <ul style="list-style-type: none"> - Frühstück <i>Breakfast</i> - Gabelfrühstück <u><i>Mid-morning Snack</i></u> - Mittagessen <i>Lunch</i> - Jause <i>Snack</i> - Nachtstuhl <i>Dinner</i>
15a.)	<p>Wird ein Wohnraum zur Verfügung gestellt⁵⁶: <i>Appropriate accommodation is provided:</i></p> <ul style="list-style-type: none"> - Ja <i>Yes</i> - Nein <i>No</i>
15b.)	<p>Wird eine Schlafstelle zur Verfügung gestellt⁷⁸: <i>Place to sleep is provided:</i></p> <ul style="list-style-type: none"> - Ja <i>Yes</i> - Nein <i>No</i>
16.)	<p>Ausmaß des jährlichen Erholungsurlaubes - 35 Kalendertage per Gesetz⁹: <i>Number of annual vacation days – 35 calendar days as set forth by law:</i></p> <p>.....</p>
17.)	<p>Arbeitszeit¹⁰: <i>Working hours</i></p>

⁴ Gem. § 3 Mindestlohntarif BGBl. 303/2018 i.d.g.F.

⁵ Gem. §4 (1) HgHaG/ BGBl. 235/1962 i.d.g.F.

⁶ Nichtzutreffendes streichen

⁷ Gem. §4 (2) HgHaG/ BGBl. 235/1962 i.d.g.F.

⁸ Nichtzutreffendes streichen

⁹ Gem. §9 (1-3) HgHaG/ BGBl. 235/1962 i.d.g.F.

¹⁰ Gem. §5 (1-9) HgHaG/ BGBl. 235/1962 i.d.g.F.

	<p>an Wochentagen (Montag bis Samstag) <i>on weekdays (Monday to Saturday):</i></p> <p>von bis</p> <p>an Sonntagen oder Feiertagen (max. 6 Stunden)¹¹ <i>on Sundays and legal holidays (max. 6 hours)</i></p> <p>von bis</p>
18a.)	<p>Möglichkeit zum Besuch des Gottesdienstes an Sonn- und kirchlichen Feiertagen¹² <i>Possibility of participation in religious services on Sundays and religious holidays:</i></p> <p>von bis</p>
18b.)	<p>Arbeitsfreier Sonntag¹³: <i>Work-free Sunday</i></p> <p>.....</p>
19.)	<p>Ein freier Wochennachmittag ab 14 Uhr wird vereinbart für¹⁴: <i>One afternoon off, beginning at 14h, during the work week is to be on:</i></p> <p>.....</p>
20.)	<p>Abweichende Vereinbarung der Arbeitszeit, der Freizeit, der Ruhezeit und der Ruhepausen in den Fällen des § 5 Abs. 7 HgHaG <i>Deviating agreements relating to working hours, free time, rest periods and breaks laid down in § 5 Abs. 7 HgHaG</i></p> <p>.....</p>
21.)	<p>Geltender Mindestlohtarif¹⁵ (15 Mal)¹⁶:</p>

¹¹ Gem. §6 (2) HgHaG/ BGBl. 235/1962 i.d.g.F.

¹² Gem. §6 (4) HgHaG/ BGBl. 235/1962 i.d.g.F.

¹³ Gem. §6 (1) HgHaG/ BGBl. 235/1962 i.d.g.F.

¹⁴ Nichtzutreffendes streichen

¹⁵ Gem. §2 (1-9) Mindestlohtarife BGBl. 303/2018 i.d.g.F

¹⁶ Gem. §9 (2) HgHaG/ BGBl. 235/1962 i.d.g.F. sowie gem. § 5 Mindestlohtarif BGBl. 303/2018 i.d.g.F.,

BGBLA 2023 II 376.pdfsig (bka.gv.at)

	<i>Current minimum wage (15x p.a.)</i>
--	---

.....,
am
Date and location

.....
(Unterschrift des Dienstgebers)
Employer's signature

.....
(Unterschrift des Dienstnehmers)
Employee's signature

ANNEX IV

Affidavit Private Domestic Staff

VERPFLICHTUNGSERKLÄRUNG PRIVATE HAUSANGESTELLTE

Ich _____ (Name des Arbeitgebers), geboren am _____, tätig als _____ (Funktion) an/bei _____

wohnhaft in _____

_____, verpflichte mich, für den Unterhalt, die Verpflegung, die Unterkunft, sowie das Entgelt von _____ (Name des/der Hausangestellten) aufzukommen, die/der bei mir als Hausangestellte in meinem Haushalt beschäftigt sein wird. Ich wurde informiert, dass der Reisepass, die Legitimationskarte und die Bankomatkarte der Hausangestellten sich immer in deren Besitz zu befinden haben. Die Verwendung der Bankomatkarte durch jemand anderen als den/die Hausangestellte/n selbst ist nicht erlaubt.

Ich verpflichte mich weiters, der Republik Österreich, den Ländern, Gemeinden, anderen öffentlichen Rechtsträgern sowie sonstigen Einrichtungen alle Kosten, die diesen in Zusammenhang mit der Einreise, dem Aufenthalt, - auch wenn dieser aus sonstigen Gründen über den Zeitraum der Anstellung hinausgeht - und der Ausreise sowie allfälliger fremdenpolizeilicher Maßnahmen, Kosten von Fürsorgeleistungen und Aufwendungen für medizinische Betreuung entstehen, binnen 14 Tagen ab Zahlungsaufforderung bei sonstiger gerichtlicher Geltendmachung zu bezahlen.

Die Bestimmungen des Hausgehilfen- und Hausangestelltengesetzes (BGBl Nr. 235/1962) in der derzeit gültigen Fassung wurden zur Kenntnis genommen.

_____, am _____

(Ort)

(Datum)

(Unterschrift)

A F F I D A V I T

I, _____ (name of
employer), born on _____, employed as
_____ (function) by/at

_____ (mission/IO), living at

_____, declare that _____ (name of
private domestic employee) is my private domestic employee (PDS) who will be employed in my
household. I am responsible for all his/her living expenses (wages, lodging, food). I was informed that
the passport, the MFA Legitimation card and the bank/ATM card of the PDS must be in his/her
possession at all times. I am aware that the use of the bank/ATM card by anyone else but the PDS is
prohibited.

I further declare that I will cover all costs of assistance and medical care as well as any costs related to any
measures taken by the aliens' police regarding my PDS which the Republic of Austria, the provinces, cities,
towns and villages, other public entities or other institutions have to bear due to my private domestic
staff member's entry into Austria, her/his stay – even if it exceeds, for any reason, the period originally
foreseen – and her/his departure. I promise that I will pay the said costs within 14 days from the
presentation of the demand of payment.

I am aware of the rules and regulations as set forth by the Austrian Domestic Help and Personal Employees
Act (Law Gazette No. 235/1962), as amended.

_____, on _____

(location)

(date)

(signature)

ANNEX V


Public Holidays in Austria

1. January, New Year's Day	1. Jänner (Neujahr)
6. January, Epiphany	6. Jänner (Heilige Drei Könige)
Easter Monday*	Ostermontag*
1. May, Austrian State Holiday	1. Mai (Staatsfeiertag)
Ascension Day*	Christi Himmelfahrt*
Whit Monday*	Pfingstmontag*
Corpus Christi*	Fronleichnam*
15. August, Assumption Day	15. August (Maria Himmelfahrt)
26. October, Austrian National Day	26. Oktober (Nationalfeiertag)
1. November, All Saint's Day	1. November (Allerheiligen)
8. December, Immaculate Conception	8. Dezember (Maria Empfängnis)
25. December, Christmas Day	25. Dezember (Christtag)
26. December, St. Stephen's Day	26. Dezember (Stefanitag)

*Holidays the dates of which vary according to the calendar.

ANNEX VI

Appointment of Honorary Consuls in Austria

 Bundesministerium
Europäische und internationale
Angelegenheiten

Bestellung zum Honorarkonsul in Österreich

- Name des Kandidaten:
- Staatsangehörigkeit:
- Wohnadresse:
.....
- Welcher Amtsbereich wird dem neuen Honorarkonsul zugewiesen?
.....
- Anschrift des Sitzes des Honorarkonsulates im Amtsbereich:
(cf. Protocol Guide: Honorarkonsuln müssen in der Lage sein, ein entsprechendes Büro zu unterhalten und regelmäßige Amtsstunden sicherzustellen, um den Angehörigen des Entsendestaates entsprechende Dienstleistung anzubieten und mit den österreichischen Behörden zu kommunizieren.)
.....
.....
- Hat der Kandidat der Botschaft eine Strafregisterbescheinigung vorgelegt?
.....

- Hat der Kandidat ausdrücklich einer Sicherheitsüberprüfung durch österreichische Behörden zugestimmt und wurde davon informiert, dass deren Ergebnis der Diplomatischen Vertretung des Entsendestaates bekannt gegeben werden kann?

.....

- Sind der Wohnort und Schwerpunkt der beruflichen Interessen in dem Bundesland, in welchem das Honorarkonsulat eingerichtet werden soll? Bitte näher erläutern.

.....

.....

.....

- Vertritt der Kandidat bereits ein anderes Land als Honorarkonsul?
Mehrfachvertretungen als Honorarkonsul werden nicht anerkannt.

.....

- Die Funktion eines Honorarkonsuls eines fremden Landes ist mit einem öffentlichen oder politischen Amt in Österreich unvereinbar, weshalb der Kandidat weder ein öffentlich Bediensteter ist noch in Österreich ein politisches Amt ausübt.

.....

- Wurde der Kandidat darüber informiert, dass das Bundesministerium für Europa und Internationale Angelegenheiten während des gesamten Exequaturverfahrens ausschließlich mit der Diplomatischen Vertretung des Entsendestaates korrespondiert?

.....

- Wie groß ist die Gemeinde an Angehörigen des Entsendestaates im Amtsbereich des neuen Honorarkonsulates?

.....

- Um Kommentare zur Einschätzung des Niveaus der bestehenden oder zu erwartenden politischen, wirtschaftlichen, sozialen und kulturellen Beziehungen wird gebeten.

.....
.....
.....

- Falls zutreffend: was sind die Gründe für das Ansuchen der Eröffnung einer neuen honorarkonsularischen Vertretung?

.....
.....
.....

Botschaft von

Siegel/Paraphe

Appointment of Honorary Consuls in Austria

- Name of the candidate:
- Nationality:
- Home address:
.....
- What is the consular district to be assigned to the new honorary consul?
.....
- Address of the seat of the honorary consulate in the assigned consular district :
(cf. Protocol Guide: Honorary consuls must be in a position to arrange for an appropriate office in the provincial capital and maintain regular office hours to provide services to the citizens of the country represented as well as to communicate with Austrian local and provincial authorities.)
.....
.....
- Has the candidate a certificate of good conduct (criminal records check)?
- Has the candidate given explicit consent to a security check by the Austrian authorities and been informed that the result thereof may be disclosed to the Diplomatic Mission of the sending State?
.....
- Is the candidate's residence and focus of professional activities in the province where the honorary consulate is to be established? Please elaborate

.....
.....
.....

- Does the candidate represent another State as Honorary Consul?
Multiple honorary consular representations are not accepted.

.....

- **Holding the office of Honorary Consul for a foreign State is not compatible with holding public or political office in Austria. Thus, the candidate neither is a public sector employee nor holds political office in Austria.**

.....

- Has the candidate been informed that throughout the entire exequatur procedure the Austrian Foreign Ministry corresponds with the Diplomatic Mission of the sending State only?

.....

- What is the number of citizens of the sending State living in the consular district of the new Honorary Consul?

.....

- Please comment on any other aspects relevant for assessing the level of existing or expected political, economic, social or cultural relations.

.....
.....
.....
.....

- If applicable: what are the reasons for the request to open a new honorary consular post?


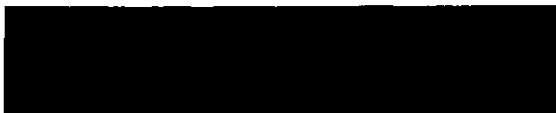
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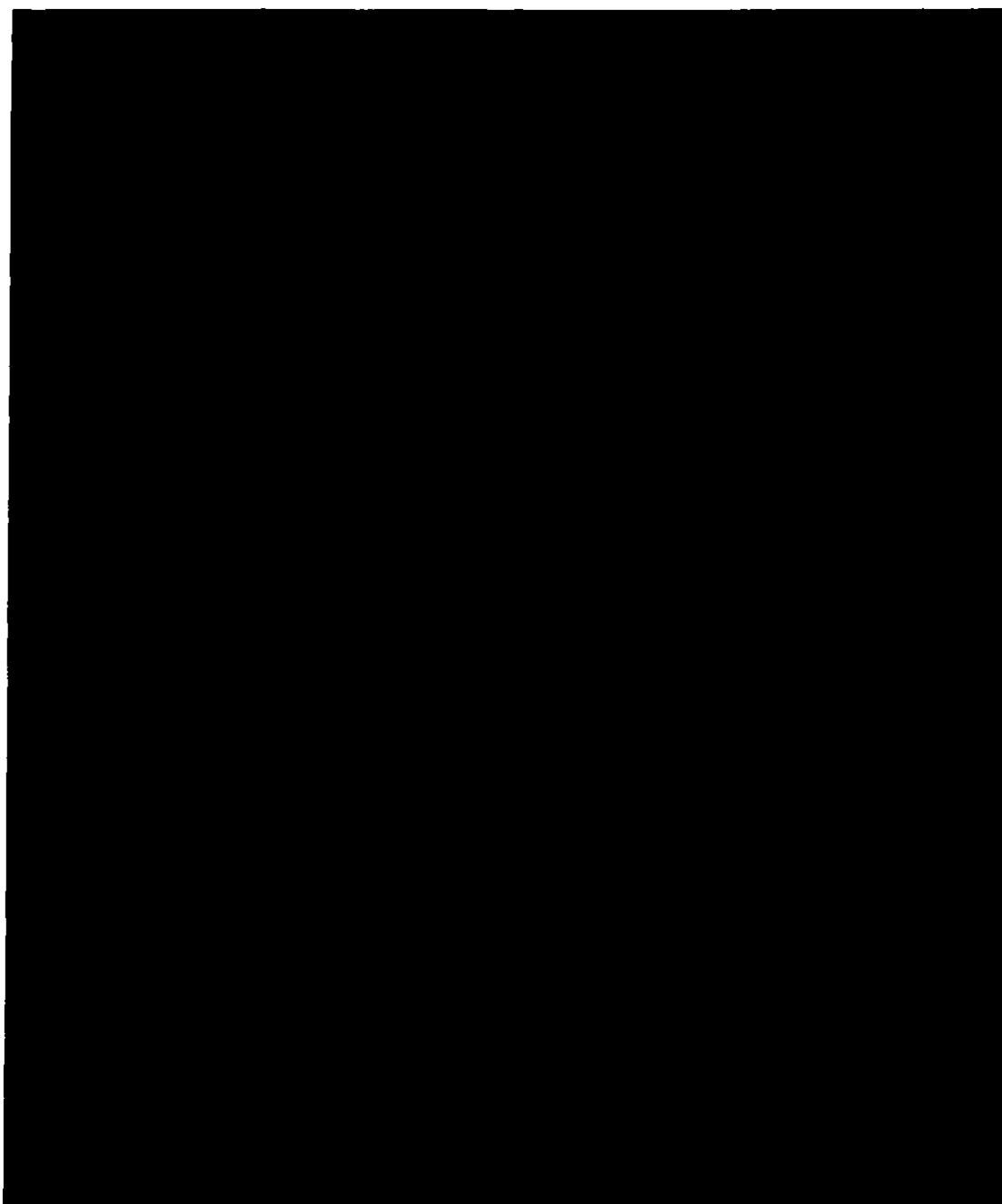
Embassy of

Seal / Initials

ANNEX VII: VIP Form - Travel Dates of Heads of State/Heads of Government and/or
Ministers



<p> Federal Ministry Republic of Austria European and International Affairs</p>	<p>VIP Form</p> 
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ANNEX VIII

<u>Title of Event:</u>		
<u>Venue:</u>		
<u>Address of Venue:</u>		
<u>Date and Time of Event:</u>	<i>Date</i>	<i>Time From/To</i>
<u>Estimated number of guests:</u>		
<u>Contact person at the Embassy/Permanent Mission/Organization:</u>		
<i>Surname:</i>		
<i>Given Name:</i>		
<i>Title/Function:</i>		
<i>Mobile Number:</i>		
<i>E-Mail Address:</i>		
<u>Special Requests and Additional Information :</u>		
<i>(VIPs in attendance, security measures, parking arrangements etc.)</i>		

Official Functions Hosted by Diplomatic Missions and Career Consulates

 Federal Ministry
 Republic of Austria
 European and International
 Affairs

Event Registration Form

FLIGHT DETAILS Detailed routing in Appendix 1 or attached Flight Log with Reference number (1)		
(21)	Date of flight	
(22)	Purpose of flight	
(23)	Departure airport	
(24)	Destination airport(s)	
(25)	Alternate airport(s)	
(26)	Radio frequencies	
LOAD INFORMATION		
(27)	Number of passengers	
(28)	VIP title /rank and name	
(29)	DG details	See Appendix 2 or any other document with Reference number (1) providing the same information (e.g. Shipper's declaration)
REMARKS		
(30)		
POINT OF CONTACT		
(31)	Rank, name, first name	
(32)	Telephone number	
(33)	E-mail	
(34)	Fax	
RESERVED FOR ISSUING STATE		
(35)	STATE ISSUING	
(36)	DIPLOMATIC CLEARANCE NUMBER & VALIDITY	

Stamp issuing state.

Date:

Signature:

DANGEROUS GOODS DETAILS
 For DIC form [Reference number (1)]

From [ICAO airfield code] to [ICAO airfield code]

UN Nbr	Proper Shipping Name	Class or Division	Packing Group	Gross weight	Total Net Quantity	Number of packages	Amount p.p.	NEQ (Class 1)	Remark
(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

From [ICAO airfield code] to [ICAO airfield code]

UN Nbr	Proper Shipping Name	Class or Division	Packing Group	Gross weight	Total Net Quantity	Number of packages	Amount p.p.	NEQ (Class 1)	Remark
(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

