

**PROCEDURES FOR PRESENTING OF CREDENTIALS  
BY AN AMBASSADOR IN TALLINN**

**1. Ambassadors Taking up Appointment in Estonia**

A new Ambassador will be met on arrival in Tallinn by a Protocol Officer, provided that the date and hour of arrival have been notified to the Ministry of Foreign Affairs in advance and that the Ambassador arrives by air, sea or train within the period from Monday to Friday between 9 a.m. and 5 p.m.

If the Ambassador is travelling by road, the Ministry of Foreign Affairs will facilitate Ambassador's entry into Estonia by informing the frontier authorities of his/her arrival, provided that the date and hour of his/her passage of the frontier have been notified to the Ministry well in advance.

On arrival within the period from Monday to Friday between 9 a.m. and 5 p.m., the State Protocol Department provides transport for the Ambassador and accompanying persons from the airport to the hotel/embassy/residence. On the day of presenting credentials transport will be provided from the hotel/embassy/residence to the Office of the President and back. All other needs for transport are arranged by the Visitor.

The State Protocol Department will arrange courtesy calls to Speaker of the Parliament, Prime Minister and in Ministry of Foreign Affairs, including Minister of Foreign Affairs, if asked. Other courtesy calls should be arranged by Foreign Mission itself.

**2. Calls at the Ministry of Foreign Affairs**

On the Ambassador's arrival in Tallinn the State Protocol Department will arrange a call at the Ministry of Foreign Affairs as soon as possible to present a copy of the Letter of Credence and also, if necessary, a copy of the predecessors Letter of Recall to the Chief of Protocol. If Credentials are in a language other than English or French, they should be accompanied with a translation into Estonian or one of the languages mentioned. The Chief of Protocol introduces to the Ambassador the ceremony of the presentation of Credentials to the President of the Republic.

**3. Presentation of Credentials**

- [Youtube video "The Ceremony of the Presentation of the Letters of Credence in Estonia"](#)

The following ceremony is prescribed for the presentation of Credentials to the President of the Republic of Estonia.

- 3.1. At the appointed date and hour, the Protocol Officer calls on the Ambassador at the Embassy or at the Ambassador's residence. A non-residing Ambassador is sent for at his/her hotel. The Ambassador is transported in a limousine, bearing the flag of the Ambassador's country, to Kadriorg.
- 3.2. The Ambassador may be accompanied by spouse and one member of the Embassy's diplomatic staff.
- 3.3. A Guard of Honour accompanied by the military orchestra waits in the courtyard of the Office of the President. The limousine stops in front of the Office of the President and the Ambassador, greeted by the Chief of Protocol, proceeds directly onto the carpet.
- 3.4. The Commander of the Guard of Honour reports to the Ambassador. The Ambassador nods his/her head in response. The military orchestra plays the National Anthem of the country represented by the Ambassador and that of the Republic of Estonia.

- 3.5. The Ambassador, accompanied on his/her right by the Chief of Protocol and followed by the Commander of the Guard of Honour, proceeds to inspect the Guard of Honour. The Ambassador makes a short stop in front of the flag and bows to the flag. After the inspection, the Commander salutes the Ambassador, the Ambassador nods his/her head in response. The Ambassador proceeds towards the Office of the President and followed by the accompanying delegation enters the Office of the President.
- 3.6. The Ambassador and the delegation are received by the Aide-de-Camp to the President of the Republic introduced by the Chief of Protocol. The delegation is lead from the vestibule up the steps to the foyer. The Ambassador and the delegation are introduced to the officials of the Office of the President and asked to enter the Ambassadors Hall.
- 3.7. The Ambassador faces the entrance of the President's Office. The accompanying diplomat and/or spouse are standing behind the Ambassador at his/her left.
- 3.8. The President of the Republic together with a high-ranking official from the Ministry of Foreign Affairs enters the Ambassador's Hall from the President's Office.
- 3.9. The Chief of Protocol introduces the Ambassador to the President of the Republic by saying in Estonian: "President of the Republic of Estonia, I have the honour to present to you the Ambassador Extraordinary and Plenipotentiary to be accredited from the *(name of the country)* ..... H. E. *(name)* ”.
- 3.10. After the introduction, the Chief of Protocol will signal the Ambassador requesting him/her to introduce himself/herself to the President of the Republic saying: „Your Excellency, I have the honour to present to you ..... *{mentioning the Letter of Credence}* appointing me as Ambassador Extraordinary and Plenipotentiary of the ... to the Republic of Estonia, *{and in case if there is one - the letter of recall of Ambassador's predecessor}*. Let me also express *{regards/greetings of the Head of State of Ambassador, f. ex. „the warmest greetings and sincere regards of my president“}*.”
- 3.11. The Ambassador walks up to the President of the Republic and hands over the his/her Letter of Credence and in the relevant case also the Letter of Recall of the predecessor.
- 3.12. Official photos of the Ambassador and the President of the Republic are taken.
- 3.13. The Ambassador introduces his/her spouse and accompanying diplomat(s) to the President of the Republic.
- 3.14. The President of the Republic invites the Ambassador and entourage into his office for an audience.
- 3.15. After the audience the Ambassador and his/her entourage enter the Ambassadors Hall and the Ambassador signs the President's Guestbook.
- 3.16. The Ambassador will be seated in the limousine waiting outside the main entrance of the Office of the President. The Ambassador will be accompanied by the Chief of Protocol or Protocol Officer while the members of the Embassy enter the other car(s).

#### **4. Dress code**

Dark suit or national costume.