



Base Support Group
Family Support & Central Processing
AWARENESS MESSAGE

Minimal Manning

By order of the BSG Commander, the FSCEP Branch will work at minimal manning:

- ❖ All AMIS badges will be processed (new requests, expiring cards, lost cards, extensions etc). Civilians who are not able to get residence attestation or work permit from Bel authorities due to the lock down will be provided a Shape ID under the condition of providing the aforementioned documents in one month time.
- ❖ Applications for car registration and Belgian protocol IDs will not be processed.
- ❖ The Housing Management Section doors will be closed, however services will be available via phone 4681 or 4248. The “SHAPE-Domaines office” (Belgian Ministry of Finances) will work in a closed office until 03 April 20. In case of any questions or technical problems, they can be reached by phone at 025784670 during working days between 0900 and 1600, or by mail at dom.shape@minfin.fed.be.

*Minimal manning will be in effect until further notice.

Family Support & Central Processing Branch

www.shape2day.com

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