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The appointment of an honorary consul may involve the opening of a consular post, and the two procedures are very similar.

1. Note from the mission is received which requests the Department's (Government's) approval of the appointment of an individual. The note should include the curriculum vitae.
2. The reply states that the mission will be advised as soon as a decision is reached.
3. At this time, to DL(2), Consular Division and to the political division, a memorandum is sent advising them of the proposed appointment. A copy of the curriculum vitae is sent to DL(2) only.
4. A negative response is very unusual and the mission is informed accordingly. If the request was for the opening of a consulate, and it was refused, Ambassador - Political Division talks result.
5. The divisional responses being favourable, the mission is informed by a note which is similar to the usual exequatur note, but from which reference to visas, tax exemption, and ID cards is omitted.

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