

Note No: A239/10

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to inform them about the new process of obtaining Diplomatic airside pass for BAA operated airports (Aberdeen, Edinburgh, Glasgow, London Heathrow, Southampton and Stansted). Diplomatic Missions and International Organisations are kindly requested to familiarise themselves with the new arrangements.

In order to streamline the process, with effect from 7 June 2010, all new applications for BAA diplomatic airside passes for diplomatic staff should be made by completing **Form 9: “Application for BAA pass for diplomats and persons with statutory rights of access”** (available at www.baa.com/idcentre). Completed forms should be posted directly to the BAA ID Centre at the following address:

Diplomatic Applications (FAO Will Byrne)
Heathrow Academy Building 1154
Newall Road
Hounslow
Middlesex
UB3 5AP

BAA will contact Protocol Directorate to confirm diplomatic accreditation.

ID passes may be collected **by appointment only** from the Heathrow ID Centre at the address above and Diplomatic Missions and International Organisations are kindly requested to bring passport identification. Requests for appointments should only be made 5 working days after the ID Centre has received the application. The number for making an appointment is 0844 395 0380.

Any application sent to Protocol Directorate after 7 June 2010 will be returned to the Mission in question.

Protocol Directorate will notify Missions once new arrangements for Gatwick are in place.

Protocol Directorate avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations the assurances of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1

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