

Note No: A289/10

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 London Gatwick airport. Diplomatic Missions and International Organisations are kindly requested to familiarise themselves with the new arrangements.

BAA agreed the sale of Gatwick airport in October 2009. Gatwick airport's new operators have terminated their interim arrangement of accepting BAA ID passes for airside access. Therefore, with immediate effect, those requiring airside access to Gatwick will need to apply for a Gatwick Diplomatic airside pass.

All new applications by diplomatic staff should be made by completing the form **"Application for Gatwick Identity Pass for Persons with a Statutory Right of Access or Diplomatic Personnel"**.

Applications by Locally Engaged staff should be made by completing the form **"Application for a full or 30-day ID pass"** and by submitting the appropriate documentation.

Copies of both forms can be downloaded from the Gatwick ID centre website at www.gatwickairport.com/idcentre/forms.

All completed forms should be sent directly to the Gatwick ID Centre addressed to:

Paul Rouch
Gatwick ID Centre,
Ashdown House,
Gatwick Airport,
West Sussex, RH6 ONP

Once an application has been approved, the Gatwick ID Centre will contact the applicant to arrange an appointment to collect the ID. Applicants will be required to take their passport along to the appointment

Diplomatic Missions and International Organisations are reminded that Gatwick airport ID passes will deactivate if not used for **60 days**. Requests for reactivation of ID passes should currently be made on using the form **"Reinstatement of an ID Pass Form"**, and faxed directly to the Gatwick ID Centre on 0141 570 4222 at least 24 hours prior to the pass being required for use. Diplomatic Missions and International Organisations are kindly requested to check the Gatwick ID Centre website for further updates on this process.

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

FOREIGN AND COMMONWEALTH OFFICE

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