



Note no: A177/13

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and international organisations and has the honour to remind Diplomatic Missions and international organisations of the procedures for diplomatic couriers and bag movement at the airport.

The route

All diplomatic couriers must disembark the aircraft, follow the passenger route to the border controls and remain within the terminal building at all times.

Couriers must keep all diplomatic and personal baggage with them until they clear immigration and customs control. If a courier requires to take a different route then authority must be sought from the BF Airport duty Manager by calling 0208 196 2526. Pre arrival requests should be sent to Border Force- Heathrow Control using email address:

LHRcontrol@homeoffice.gsi.gov.uk.

Drivers

Drivers collecting couriers are not permitted to take control of any items until they have passed through customs controls.

Diplomatic Bags:

Diplomatic bags must bear a seal in wax, metal or plastic affixed by the competent authority of the sending state or of the diplomatic mission. The courier must carry an official document showing their status (eg a special courier's passport) and a document issued by the sending authority stating the number of diplomatic bags.

Freight

Couriers escorting diplomatic bags must pass through Immigration and customs checks before going to the customs freight sheds.

It is the courier's responsibility to present the diplomatic bag to UK Border Force Officers prior to removal from the place of importation.

Documentation

Couriers must be in possession of an official document of identification or a special couriers passport, and/or an official document from the sending state or mission stating the number of packages making up the diplomatic bag.

Personal baggage

Couriers must declare all dutiable goods and conform to the regulations for prohibitions and restrictions in the normal manner.

Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to renew to all Diplomatic Missions and international organisations the assurances of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE
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