Note No: A267/13

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to remind them of the process for obtaining Diplomatic airside passes to access Heathrow and Gatwick airport.

Heathrow Airport

All new applications for Heathrow diplomatic airside passes for diplomatic staff should be made by completing **Form 9 "Application for a pass for diplomats and persons with statutory rights of access"** (available at http://www.heathrowairport.com/about-us/partners-and-suppliers/id-centre/application-forms). Completed forms should be sent directly to the Heathrow ID Centre: Diplomatic Applications, Heathrow Academy, Building 115, Newall Road, Hounslow, Middlesex, TW6 2AP.

Collection of ID passes is **by appointment only** via the website (available at http://www.heathrowairport.com/about-us/partners-and-suppliers/id-centre/booking-appointments)**.** Appointments should only be made once the ID Centre has been in contact to advise that the application and online appointment may be booked. It is important you provide contact details on Form 9 in order for the ID Centre to contact you soon as applications have been processed. Diplomatic Missions and International Organisations are kindly requested to bring passport identification when they attend the ID Centre. Applicants will not be able to collect any ID passes without this identification.

We kindly request you to promptly return passes either when employees leave or when airside access is no longer required. **Form 10 "Form to return a pass that's no longer required"** should be completed and sent directly with the ID pass to the Heathrow ID Centre at the address above.

If you require further assistance please contact the ID Centre on 0208 757 0990, press option 5 then option 1 or by email idcentresurgery@heathrow.com and a member of the Team will be happy to guide you through the process.

Gatwick Airport

All new applications for Gatwick diplomatic airside passes for diplomatic staff should be made by completing form "**Application for ID pass for diplomats and statutory bodies**" available from Gatwick's ID Centre website http://www.gatwickairport.com/business-community/airlines-business/id-centre/. Completed forms should be sent directly to the Gatwick ID Centre: Diplomatic Applications, Ashdown House, Ground Floor, East Perimeter Road, Gatwick Airport, RH6 0NP.

Collection of ID Passes for Gatwick Airport is **by appointment only** via the website http://www.gatwickairport.com/business-community/airlines-business/id-centre/book-appointments/ . Appointments should only be made once the ID Centre has been in contact to advise that the application and online appointment may be booked. It is important you provide contact details on the application form in order for the ID Centre to contact you soon as applications have been processed. Diplomatic Missions and International Organisations are kindly requested to bring passport identification when they attend the ID Centre. Applicants will not be able to collect any ID passes without this identification.

We kindly request you to promptly return passes when employees leave or when airside access is no longer required. **"Receipt Form for return of ID Pass to Gatwick ID Centre"** should be completed and sent with the ID pass directly to the Gatwick ID Centre at the address above.

If you require further assistance please contact the ID Centre on 0844 335 6886 or by email to idcentre@gatwickairport.com and a member of the Team will be happy to guide you through the process.

Please note that applications and passes no longer required sent to Protocol Directorate will not be actioned and will be returned to the Mission for processing.

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

LONDON SW1

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