



Note No. A226/17

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all diplomatic missions and international organisations and has the honour to refer to Heathrow Airport identity passes.

The Directorate wishes to inform all missions and international organisations of the introduction of a quota for Heathrow Airport identity passes. In accordance with new procedures which have been agreed with Heathrow Airport, missions and international organisations will be permitted to apply for Heathrow Airport passes for the Head of Mission and the Deputy Head of Mission. In addition to these two passes, missions and international organisations will be allowed five extra Heathrow Airport passes at any one time, with the possibility of applying for a further pass for every additional ten diplomatic agents/officials at the mission/international organisation (up to a maximum of twelve passes in total).

The introduction of this quota will take effect immediately. However, existing Heathrow Airport identity passes will remain valid until their expiry date, or until the holder leaves post. While passes held by the Head of Mission or Deputy Head of Mission will routinely be renewed, no other new passes will be issued and no “parked” passes will be “unparked” until the number of passes held by a mission or an international organisation falls within its quota.

Further guidance on how to apply for a Heathrow Airport identity pass can be found on the Protocol website (password: Diplomatic2012): <http://protocol.fco.gov.uk/airports-eurostar/airport-airside-access/baa-airports-heathrow-stansted-southampton-glasgow-aberdeen/>. The Directorate furthermore reminds missions and international organisations that failure to return expired and invalid identity passes to Heathrow Airport may result in a fine imposed by the Airport authorities.

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 SW1A 2AH

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