



Note No. 082/24

Protocol Directorate of the Foreign, Commonwealth & Development Office presents its compliments to all Diplomatic Missions and International Organisations, and has the honour to refer to a recent communication, enclosed with this Note Verbale from UK Border Force.

The Note Verbale is regarding the implementation of a new Advanced Passenger Information (API) Form, to be used for notification of inward official visits with effect from **8th April 2024**.

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

FOREIGN, COMMONWEALTH & DEVELOPMENT OFFICE

LONDON

15 March 2024





From: Andrew Simmons,
Assistant Director Operational
Planning & Major Events
www.gov.uk/border-force

To: All Diplomatic Missions and
International Organisations

15 March 2024

Dear colleagues,

New Border Force Advanced Passenger Information (API) form

In order to streamline the process of checking Advanced Passenger Information (API), for official delegations arriving in the UK, it has been necessary to amend the API form that Diplomatic Missions and International Organisations complete and send to VIP Arrivals, Departures & Protective Security Team, FCDO Protocol Directorate. This will allow Border Force to manage the API process more efficiently.

With effect from 8th April 2024, Diplomatic Missions and International Organisations are kindly requested to complete the attached API form for **all** official delegations travelling to the UK. Due to the upgrade, should API information be submitted on the previous form, we will unfortunately have to request that you resubmit the information on the updated form before it can be processed.

Please note that the submission of an API form does not fast track passengers through immigration control. There are no diplomatic lanes at UK ports of entry, and unless VIP facilitation is booked in advance via the relevant port of entry, then all passengers will be required to go through standard immigration channels.

A guide to completing the form is attached and in the event of any queries please email: VIParrivals.departures@fcdo.gov.uk. All queries will be forwarded onto Border Force for a response.

Yours sincerely,

Andrew Simmons
Border Force Assistant Director