The Diplomatic Protocol of the Ministry of Foreign Affairs of the Czech Republic presents its compliments to all Diplomatic Missions, Consular Posts and International Organizations accredited to the Czech Republic and has the honour to inform them about the current rules applicable to the movement of members of missions in certain non-public areas of Prague-Ruzyně Airport:

1. Location of the non-public areas

Members of missions require access to the following non-public areas in Terminal 1 and Terminal 2 at Prague-Ruzyně Airport:

a) Transit Area,
b) Security Restricted Area (“SRA”),
c) Arrivals Customs Area.

1.1. Terminal 1

1.1.1. The Transit Area is located between the passport control counters in Terminal 1, the passport control counters in the building connecting Terminal 1 and Terminal 2 (“Connecting Building”), the security checkpoints at the entrances to gates, and the passport control counters at the entrance to the Customs Area of Terminal 1.

All
Diplomatic Missions, Consular Posts
and International Organizations
in the Czech Republic
1.1.2. The **SRAs** are the gate areas behind the security checkpoint. All persons entering the SRA must undergo a security check and must be escorted by authorized personnel ("authorized personnel" are holders of permanent IDCs authorizing access to the area and marked IDC - GUIDE).

1.1.3. The **Arrivals Customs Area** is located in the arrivals zone of the hall, between the passport control counters through which arriving passengers have to pass to get to the baggage claim area, and the exit leading to the public zone of the hall.

1.2. **Terminal 2**

1.2.1. The **Transit Area** is classified as **SRA**. It is located between the Central Security Checkpoint, the security checkpoint in the Connecting Building and the one-way turnstiles leading to the Arrivals Customs Area. All persons entering the SRA must undergo a security check and must be escorted by authorized personnel ("authorized personnel" are holders of permanent IDCs authorizing access to the area and marked IDC - GUIDE).

1.2.2. The **Arrivals Customs Area** is located in the arrivals zone of the hall, between the one-way turnstiles through which arriving passengers have to pass to get to the baggage claim area, and the exit leading to the public zone of the hall.

2. **Access rules for members of missions**

2.1. **Diplomatic agents** accredited to the Czech Republic (holders of D, K and MO/D diplomatic ID cards issued by the Ministry of Foreign Affairs of the Czech Republic), coming to the airport as non-travelling visitors, are permitted to enter the non-public areas of the airport upon presentation of a valid diplomatic ID card as specified above. A security officer will give the diplomatic agent a single entry IDC-Diplomatic Mission authorizing
temporary access to the non-public area. On leaving the non-public area, the diplomatic agent must hand in the IDC at the counter where he has received it, unless he leaves the area by the route described in chapter 5 below.

2.2. **Members of the non-diplomatic staff** (holders of ATP, SP, SSO, KZ, SP/K, SSO/K, HK, MO and MO/ATP diplomatic cards issued by the Ministry of Foreign Affairs of the Czech Republic) are permitted to enter the non-public areas of the airport exclusively for the purpose of handling diplomatic mail.

2.2.1. There is no change to the airport operator’s rules concerning single-entry permits for members of non-diplomatic staff who need to enter the non-public area for purposes other than the handling of diplomatic mail:

2.2.1.1. The mission applies for a single-entry permit for a member of non-diplomatic staff. The application is sent by fax to the Security Systems and Regimes Department (“BSR”) of Prague-Ruzyně Airport: Bezpečnostní systémy a režimy, Letiště Praha, a.s., fax 220 112 266. Decisions on such applications are within the BSR’s competence. The application must be delivered well in advance of the planned entry (at least 24 hours in advance). A specimen application form is in Annex 1;

2.2.1.2. The BSR receives and processes such applications from Monday to Friday, 07.00 – 15.00;

2.2.1.3. On all other days and outside the BSR’s office hours, the applications are received and processed by the Security Control Desk (“BED”) of Prague-Ruzyně Airport: Bezpečnostní dispečink Letiště Praha, a.s., fax 220 119 137. The application must be delivered well in advance of the planned entry (at least 24 hours in advance);

2.2.1.4. Applications for single-entry permits for members of non-diplomatic staff must contain all the data required in the form, including the staff member’s first name and surname, the number of his ID card issued by the Ministry of Foreign Affairs, the date and approximate time of his planned entry in the non-public area. The application must state that the staff member will perform duties that are necessary for the conduct of the official business of the mission in the Czech Republic and cannot be performed
by a diplomatic agent. The application must be signed by the head of mission.

2.2.1.5. Members of missions must always wear their IDCs visibly while in the non-public areas of Prague-Ruzyně Airport (see chapter 1 above). They must show the IDC, on request, to officers of the Security Division of Prague-Ruzyně Airport, to Czech Republic Police officers and Customs Authority officers.

3. Access to the SRA (Security Restricted Area)

3.1. No member of mission is allowed to enter the SRA unless escorted by authorized personnel ("authorized personnel" are holders of permanent IDCs authorizing access to the area and marked IDC – GUIDE).

3.2. On request, the member of mission may be assigned an airport security guard or a security checkpoint officer ("security officer") to escort him into the SRA. This service is subject to payment. Missions may order the service from the BSR (Monday to Friday, 07.00 – 15.00, fax 220 112 266) or the BED (outside the BSR’s office hours, fax 220 119 137). The order must be delivered well in advance of the planned entry (at least 24 hours in advance) and must include the mission’s invoicing address.

4. Access to the Arrivals Customs Area

4.1. To enter the Arrivals Customs Area, the member of mission must hold a special IDC issued by Department 03 – Supervision and Control of the Prague-Ruzyně Customs Authority ("Department 03"): Odbor 03 - Dohledu a kontroly Celního úřadu Praha Ruzyně, tel. 261 331 066, fax 220 562 593. When using the special IDC the holder must carry a valid diplomatic ID card.

4.2. Applications for special IDCs must be written on the mission’s letterhead paper and must state the purpose for which the IDC is required.
The application must bear the mission’s stamp and the signature of the head of mission.

4.3. For security reasons, as is common in international practice, Department 03 will decide how many cards will be issued to the mission’s diplomatic agents, taking into account the size of the mission. Heads of mission are therefore requested to kindly consider the actual needs of their missions and limit their applications to the strictly necessary minimum.

4.4. Holders of special IDCs enter the Arrivals Customs Area in Terminal 1 via Service Entrance 15 and Turnstile 42. They leave the area by the same route as arriving passengers. The special IDCs are accepted only by the card readers at the entrance to the Arrivals Customs Area.

4.5. Holders of special IDCs enter the Arrivals Customs Area in Terminal 2 via Service Entrance 27 in the arrivals zone of Terminal 2. They leave the area by the same route as arriving passengers. The IDCs are accepted only by the card reader at the entrance to the Arrivals Customs Area.

4.6. Missions are fully responsible for the special IDCs issued to them by Department 03.

4.7. Misuse of a special IDC constitutes a breach of security.

4.8. The loss of a special IDC must be immediately reported by the mission to the duty officer at Department 03: Stálá služba útvaru Odbor 03 – Dohledu a kontroly Celního úřadu Praha Ruzyně, tel. 261 331 041, and to the BED, tel. 2 2011 1000.

5. Meeting visitors

Visitors arriving at Terminal 1 can be met only by diplomatic agents holding the IDCs referred to in 2.1. above, subject to the following rules:

5.1. The diplomatic agent enters the Transit Area via Service Entrance 21 in the Connecting Building between Terminal 1 and Terminal 2 (see Annex 3). He receives an IDC-Diplomatic Mission from a security officer at the entrance;

5.2. The diplomatic agent meets the visitor in the Transit Area and goes with him to the arrivals passport control counters;
5.3. To get from the Transit Area to the Arrivals Customs Area, the diplomatic agent may walk through the priority passport control counter (first counter on the right, marked “Priority Check – CREW-CD” - “Přednostní odbavení pro posádky a diplomaty”). In this way he will pass through the counters along with the visitor, practically without losing eye contact;

5.4. On leaving the Arrivals Customs Area, the diplomatic agent hands in the IDC-Diplomatic Mission to a customs officer.

Visitors arriving at Terminal 2 can be met only by diplomatic agents holding the IDC referred to in 2.1. above, subject to the following rules:

5.5. No diplomatic agent is allowed to enter the SRA unless escorted by authorized personnel. This means that the diplomatic agent must either arrange for an authorized escort in advance (handling company or airline personnel, VIP Lounge personnel) or ask to be assigned a security officer at the point of collecting his IDC-Diplomatic Mission. In both cases, the mission will be charged a service fee according to the Prague-Ruzyně Airport price list (see 3.1 and 3.2 above);

5.6. The diplomatic agent collects an IDC – Diplomatic Mission at Service Entrance 25 in the departures zone of Terminal 2 (see Annex 3). At this point he will be asked to complete an application form (see Annex 2) that will be used by the airport operator as a basis for invoicing. The authorized escort or security officer then takes the diplomatic agent to the Central Security Checkpoint (via the door located next to Service Turnstile 26) and accompanies him into the jet bridge;

5.7. The diplomatic agent meets the visitor inside the jet bridge and goes with him to the Arrivals Customs Area via the one-way turnstiles. While in the SRA, they are escorted at all times by the authorized escort or security officer, who will not leave them until they enter the Arrivals Customs Area;

5.8. On leaving the Arrivals Customs Area, the diplomatic agent hands in the IDC-Diplomatic Mission to a customs officer.
6. Accompanying departing passengers

Passengers departing from Terminal 1 can be accompanied only by diplomatic agents holding the IDCs referred to in 2.1. above, subject to the following rules:

6.1. The diplomatic agent enters the Transit Area via Service Entrance 21 and receives an IDC-Diplomatic Mission from a security officer;

6.2. The departing passenger goes to the passport control counter to have his passport checked by the Aliens Police;

6.3. The Transit Area in Terminal 1 is a non-SRA and the diplomatic agent and departing passenger do not have to be escorted by authorized personnel;

6.4. At the gate, the diplomatic agent contacts a security officer who will let the diplomatic agent and departing passenger into the gate area (classified as SRA). In this case, the security officer, whether or not he wears the IDC-GUIDE badge, is fully authorized to escort the diplomatic agent within the SRA. While in the SRA, the diplomatic agent will be under the continuous surveillance of the security officer who, as a rule, remains at his post at the entrance to the gate area;

6.5. The diplomatic agent takes leave of the departing passenger in the gate area. Diplomatic agents are not allowed to enter the jet bridge;

6.6. The diplomatic agent returns by the same route to Service Entrance 21 and hands in the IDC – Diplomatic Mission.

Passengers departing from Terminal 2 can be accompanied only by diplomatic agents holding the IDCs referred to in 2.1. above, subject to the following rules:

6.7. No diplomatic agent is allowed to enter the SRA unless escorted by authorized personnel. This means that the diplomatic agent must either arrange for an authorized escort in advance (handling company or airline personnel, VIP Lounge personnel) or ask to be assigned a security officer at the point of collecting the IDC-Diplomatic Mission. In both cases, the mission will be charged a service fee according to the Prague-Ruzyně Airport price list (see 3.1 and 3.2 above);

6.8. The diplomatic agent collects a single-entry IDC – Diplomatic Mission at Service Entrance 25. At this point he will be asked to complete an application form that will be used by the airport operator as a basis for
invoicing. The authorized escort or security officer then takes the diplomatic agent to the Central Security Checkpoint (via the door located next to Service Turnstile 26.) and accompanies him into the jet bridge;

6.9. Once the departing passenger boards the aircraft, the diplomatic agent returns by the same route and hands in his IDC – Diplomatic Mission at Service Entrance 25.

7. Diplomatic mail

Members of missions are allowed to enter the SRAs (gate areas) in Terminal 1 to receive and hand over diplomatic mail, subject to the following rules:

7.1. The member of mission enters the Transit Area via Service Entrance 21. He receives an IDC – Diplomatic Mission from a security officer at the entrance;

7.2. The Transit Area in Terminal 1 is a non-SRA and the member of mission does not have to be escorted by authorized personnel;

7.3. At the gate, the member of mission contacts a security officer who will take him into the SRA and accompany him into the jet bridge. The member of mission receives or hands over the diplomatic mail inside the jet bridge;

7.4. The member of mission returns by the same route and hands in his IDC – Diplomatic Mission at Service Entrance 21.

Members of missions are allowed to enter the SRA in Terminal 2 to receive and hand over diplomatic mail, subject to the following rules:

7.5. The member of mission collects an IDC – Diplomatic Mission at Service Entrance 25. A security officer takes him to the Central Security Checkpoint (via the door located next to Service Turnstile 26) and accompanies him into the jet bridge. The member of mission receives or hands over the diplomatic mail inside the jet bridge;

7.6. The security officer takes the member of mission back to Service Entrance 25, where the member of mission hands in his IDC – Diplomatic Mission. The mission will be charged a service fee according to the Prague-Ruzyně Airport price list.
To take diplomatic mail to/from aircraft parked at a remote stand (i.e. a stand not connected to the gate by a jet bridge), members of missions are allowed to enter the apron (classified as SRA) at Terminal 1 subject to the following rules:

7.7. The member of mission enters the Transit Area via Service Entrance 21. At the entrance he receives an IDC – Diplomatic Mission from a security officer and asks for transport to the aircraft;

7.8. The member of mission goes to Gallery B to wait for the arrival of a security officer;

7.9. The security officer takes him by car to the aircraft and back. The mission will be charged a service fee according to the Prague-Ruzyně Airport price list;

7.10. The member of mission returns by the same route and hands in his IDC – Diplomatic Mission at Service Entrance 21.

To take diplomatic mail to/from aircraft parked at a remote stand (i.e. a stand not connected to the gate by a jet bridge), members of missions are allowed to enter the apron (classified as SRA) at Terminal 2 subject to the following rules:

7.11. The member of mission collects an IDC – Diplomatic Mission at Service Entrance 25. A security officer takes him to the Central Security Checkpoint (via the door located next to Service Turnstile 26) and informs the BED operator. The BED operator arranges for a car to be waiting at Gallery C;

7.12. The security officer takes the member of mission into the SRA, escorts him to Gallery C and drives him to the aircraft;

7.13. Once the member of mission has received or handed over diplomatic mail, the security officer takes him back to Service Entrance 25, where the member of mission hands in his IDC – Diplomatic Mission. The mission will be charged a service fee according to the Prague-Ruzyně Airport price list.

To be allowed to enter the above areas, the member of mission responsible for the handling of diplomatic mail must be provided with a letter of authorization from the mission concerned, confirming that he is authorized to hand over and receive diplomatic mail. The letter must include:

- the member’s first name and surname,
- the member’s position and ID card number,
the date and hour when he is to hand over or receive the mail, and flight number,
the number of bags to be handed over or received,
the name and position of the person who has issued the letter of authorization (as a rule the head of mission) and a legible stamp of the mission.

In addition, the member of mission must be provided with the standard set of documents.

In accordance with the Vienna Convention on Diplomatic Relations, only bags clearly marked “valise diplomatique”, “colis diplomatique” or “diplomatic bag” will be regarded as diplomatic mail.

8. Security check


8.2. In accordance with the above regulations, passengers, air crews and other persons seeking to enter the SRA, as defined by the airport operator or by an aviation activities operator, must undergo a security check and allow their baggage and cargo to be checked.

8.3. Passengers are allowed to enter the area beyond the security checkpoint only after the security officer is satisfied that there are no grounds for believing that the passenger might pose a risk to aviation security. If there are serious grounds for believing that the passenger does pose a risk, and the passenger refuses to present for inspection the articles that might give rise to such concern or refuses to undergo the security check, he may be denied entry in the SRA and, following agreement with the airline, may be refused carriage.

8.4. The above shows that members of missions have the duty to undergo security checks.
8.5. Diplomatic bags, properly and visibly marked as such (Courier Certificate, Bordereau) must not be opened, inspected and detained; however, they are not exempt from compulsory X-ray screening.

9. VIP Lounge

9.1. VIP passengers may use the VIP Lounges in Terminal 1 and Terminal 2.

9.2. Missions may reserve the VIP Lounge on tel. 220 114 490. The prices are shown in the Prague-Ruzyně Airport price list.

9.3. Access to the VIP Lounge in Terminal 1 is through Service Entrance 11. The parking area in front of the entrance is reserved for VIP Lounge guests.

9.4. The VIP Lounge in Terminal 2 can be reached by entering the arrivals zone of Terminal 2 from Road 1 and taking a lift to the departures zone.

9.5. The Ministry of Foreign Affairs pays for the use of the VIP Lounge on the occasion of official and working visits of Ministers of Foreign Affairs and other visitors arriving to Prague at the invitation of the Minister of Foreign Affairs of the Czech Republic. In such cases, the Ministry pays also for any refreshments served in the VIP Lounge.

9.6. In addition, the Ministry of Foreign Affairs pays for the use of the VIP Lounge on the first arrival and final departure of ambassadors accredited to the Czech Republic. In such cases, the Ministry pays for the refreshments served to the ambassador, to members of the ambassador’s family, to members of the embassy and representatives of the sending State; the Ministry does not pay for any refreshments served to the ambassador’s guests.

9.7. All departing passengers must pass through the security checkpoint at the exit to the apron. No more than four persons are allowed to accompany a departing passenger onto the apron. Persons who wish to accompany the passenger should apply for permission to enter the apron in the VIP Lounge. The accompanying person receives a single-entry IDC from VIP Lounge personnel and undergoes the same security check as departing passengers.
9.8. Members of missions coming to the VIP Lounge to welcome or take leave of visitors must, on request, present their valid diplomatic IDCs issued by the Ministry of Foreign Affairs of the Czech Republic.

10. Parking facilities in front of Terminal 1 and Terminal 2

10.1. Motor vehicles of members of missions bearing a valid diplomatic CD plate may park, free of charge, in the reserved zones on Road 1, in front of Terminal 1 and the arrivals zone of Terminal 2. The reserved parking zone is marked “Zóna D+E” (see Annex 5).

10.2. Vehicles of members of missions are not allowed onto the approach bridge. Members of missions can get to the departures zone of Terminal 2 by lift from the arrivals zone of Terminal 2.

10.3. Missions are requested to kindly ensure that their cars are parked in the reserved parking zones only as long as strictly necessary. The zones serve also the vehicles of Czech government authorities and commercial transport operators contracted by Prague-Ruzyně Airport.

The contact point for reporting any problems is BED (tel. 2 2011 7777, 2 2011 1000).

This note terminates and replaces all rules contained in the previous note No. 111117/2006-DP.

The Diplomatic Protocol of the Ministry of Foreign Affairs of the Czech Republic avails itself of this opportunity to renew to all Diplomatic Missions, Consular Posts and International Organizations in the Czech Republic the assurances of its highest consideration.

Prague, March 2011
Annex 1

Application for a single-entry permit – non-diplomatic staff (see 2.2.1.)
Annex 2

Application for a single-entry permit – diplomatic agent

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**Prague Airport**

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<tr>
<th>Divize bezpečnosti – Bezpečnostní systémy a režimy</th>
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<tr>
<td><strong>Zádost o jednorázový vstup diplomatických pracovníků do neveřejného prostoru LKPR</strong></td>
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<td>(Request for entrance for diplomatic mission to nonpublic area)</td>
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<th>Datum vstupu:</th>
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<td>Čas vstupu:</td>
<td>Time of entrance</td>
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**Údaje k osobám, které vstupují do neveřejného prostoru LKPR:**

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<tr>
<th>Příjmení, jméno</th>
<th>Číslo diplomatiečkého průkazu</th>
<th>Válečný členictví</th>
<th>Podpis</th>
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<td>Embassy/country</td>
<td>Signature</td>
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**Vypín Letiště Praha a.s / BZP / CLE**

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<th>Místo vstupu:</th>
<th>Zapsal:</th>
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Annex 3

Map of Terminal 1 and Terminal 2 (Level 1) – Service Entrance 21

SRA (Security Restricted Area)

Tranzitní prostor-Transit Area

Celní přílety-Custom

SV 21
Map of Terminal 2 (Level 2) – Service Entrance 25

SRA (Security Restricted Area)

Centrální pracoviště BEK Security Check Point
Close-up map showing the exact location of Service Entrance 21
Close-up map showing the exact location of Service Entrance 25
Photograph of Service Entrance 25
Annex 4

Road 1 in front of Terminal 1 and Terminal 2
Traffic signs – Road 1, Terminal 1
Traffic signs – Road 1, Connecting Building and Terminal 2
Photographs of the D+E reserved parking zones