



Airport guide

for diplomatic missions, consulates and
international organizations in Prague

Prague Airport



To all
diplomatic missions, consulates and international organizations in Prague,
Václav Havel Airport shows respect to all diplomatic missions, consulates and international organizations
accredited in the Czech Republic and is proud to be sending updated information about the rules of
movement of members of diplomatic missions in designated areas of Václav Havel Airport in Prague.

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Accompanying security employee or authorized person in the premises of Václav Havel Airport Prague

Terminal 1 - supervision of a security employee or an authorized person is not required for foreign missions in these premises. Supervision is mandatory only at the Gate, performed by a security employee upon request of the foreign mission personnel.

Terminal 2 and Terminal 3 - supervision of a security employee or an authorized person is required for foreign missions in these premises.

Terminal 4 - Terminal 4 belongs fully to the competence of the Ministry of Defence of the Czech Republic, which must be contacted in order to gain access to it.

Check-in area - foreign missions may enter the check-in area only accompanied by a security employee or an authorized person.

- **Authorized person** refers to a holder of a valid airport identification card with the corresponding range and of a valid airport "GUIDE" card. These are employees of lounges and handling companies that accompany members of foreign missions into accessible security restricted areas (SRA).
- **Security employee** - a security employee of Letiště Praha, a.s. The security employee accompanies the foreign mission member in SRA and all areas of the airport accessibly to members of foreign missions. This service is charged as per the price list of Letiště Praha, a. s.

Václav Havel Airport grants access to airport premises to members of foreign missions under the following conditions:

"Welcoming of arriving persons," or "Accompanying leaving persons"

- All diplomatic representatives, consulate employees and representatives of international organizations accredited in the Czech Republic (hereinafter "diplomats"), who enter the premises without the intention to travel and are holders of a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic marked **D**, or **K**, or **MO/D**

"Handling of diplomatic mail"

- for the purpose of handling diplomatic mail, only diplomats or other mission personnel (referring to holders of identification cards issued by the Ministry of Foreign Affairs of the Czech Republic marked **ATP**, **SP**, **SSO**, **KZ**, **SP/K**, **SSO/K**, **HK**, **MO** and **MO/ATP**) may enter the premises

Members of foreign missions are required to wear their airport identification card on a visible place at all times while they are in non-public areas of the airport and present their identification card for inspection when asked by security employees of Letiště Praha, a.s., Police officers or customs officers.

Procedure for obtaining a single-use airport identification card to access the airport premises

- The foreign mission personnel is to report at the designated place for picking up of single-use airport identification cards (see below) and identify themselves to the security employee of Letiště Praha, a.s. by a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic and fill all required information into the form provided by the security employee. After filling in the form, the foreign mission employee shall receive a single-use airport identification card
- **If the foreign mission requires an escort by a security employee**, it is necessary to submit a properly completed "Order of security employee escort" at least 24 hours in advance. If the mission does not submit the request sufficiently in advance, it is not possible to guarantee that a security employee will be present at the specified time.

Security administrative processes requests on business days from 07:00-15:00.

Outside of the working hours of the Security Administrative organization unit, it is possible to contact the Emergency and Crisis management at: **airport.emergency@prg.aero**, or by calling: **+420 220 117 777**.

Pick-up location of single-use airport identification cards

Terminal 1 - SV 21 service entrance in the connecting building, where single-use entry tickets are also issued

Terminal 2 - SV 25 service entrance located in the departure hall. Here the foreign mission member receives the single-use airport identification card

Terminal 3 - security screening located in the right part of the terminal. This is the only security screening in Terminal 3.

Customs area of the airport

Customs area in Terminals 1 and 2 in arrivals at the baggage claim area.

- Entry into the customs area is allowed only to holders of special airport identification cards issued by Department 13 - Air Traffic Security Policy Department of the Prague Ruzyně Customs Office, phone number: 261 331 035. The holder of this airport identification card also needs to present a valid identification card issued by the Ministry of Foreign Affairs in the Czech Republic
- Written applications for special airport identification cards must be provided on an official correspondence paper of the diplomatic or consulate mission, including a justification of the application, and provided with a stamp and signature of the Head of Mission.
- For security reasons and in line with international practice, the Air Traffic Security Policy Department of the Prague Ruzyně Customs Office shall determine the number of airport identification cards issued to diplomats of one diplomatic or consulate mission in relation to the size of the given mission. Heads of diplomatic missions are therefore asked to consider the actual needs of the mission and only apply for the number of cards absolutely necessary.
- Entry to the customs area in Terminal 1 is possible only through turnstile no. 15 and then turnstile no. 42. The customs arrival area is then exited in the same way as normal passengers do.
- Entry to the customs area in Terminal 2 is possible only through service entry no. 27 in arrivals of Terminal 2. The customs arrival area is then exited in the same way as normal passengers do.
- IDC is coded for using the reader at the entry into the customs area
- Diplomatic and consulate mission accept all responsibility for special airport identification cards issued by Department 13 - Air Traffic Security Policy Department of the Prague Ruzyně Customs Office. Misuse of this card is classified as a security violation.
- Loss of the card must be immediately reported by the foreign mission to the Nonstop service of Border Surveillance - Department of CÚ analysis of common security risks, phone number: 261 331 000; 220 114 690; email: sluzba1995@cs.mfcr.cz and to DOL, phone number: 220 111 000

Welcoming of an arriving person

Terminal 1

- After the application for a single-use entry ticket is approved, the diplomat reports to the issue of single-use entry tickets at the SV 21 service entrance.
- They present their valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to the airport security staff.
- After receiving the single-use identification card, the diplomat walks through the turnstile of the SV 21 service entrance and continues along the route designated for members of foreign missions marked with blue arrows and the “CD” signs, which leads to turnstile 44.
- After walking through turnstile 44, the diplomat continues straight as indicated by the “CD” arrows directly to the door, which leads to the non-public areas of the airport.
- After meeting with the arriving person, the diplomat has the option to use the passport control which leads to the customs area of the airport. Counter 1 is dedicated to priority check-in of diplomats. This allows the diplomat to keep visual contact with the person they pick up at all times.
- Then they leave from the customs area into the public airport area.

Terminal 2

- After the relevant applications have been approved, the diplomat reports at the SV 25 service entrance.
- At SV 25 service entrance the diplomat rings the bell for airport Security which lets them in by the side entrance in front of the security screening. Here the diplomat identifies themselves using the card issued by the Ministry of Foreign Affairs in the Czech Republic
- After the security screening the diplomat meets with a security employee who accompanies them at all times in security restricted area of the airport.
- After meeting the arriving person, the diplomat continues accompanied by the security employee into the customs area of the airport, where the escorting security employee's work ends and the diplomat leaves to the public area of the airport together with the arriving person.

Terminal 3

- After the relevant applications have been approved, the diplomat reports at the security screening station inside the terminal.
- They present their valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to the security screening staff.
- After the security screening the diplomat meets with a security employee who accompanies them at all times in security restricted area of the airport around Terminal 3.
- Upon leaving the security restricted area, the diplomat returns the single-use airport identification card to the security employee.

If diplomats with the accompanied person move between the terminals, they must be escorted by a security employee at all times in both terminals.

Accompanying a leaving person

Terminal 1

- After the application for a single-use entry ticket is approved, the diplomat reports to the issue of single-use entry tickets at the SV 21 service entrance.
- They present their valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to the airport security staff.
- After receiving the single-use identification card, the diplomat walks through the turnstile of the SV 21 service entrance and continues along the route designated for members of foreign missions marked with blue arrows and the “CD” signs, which leads to turnstile 44.
- After walking through turnstile 44, the diplomat continues straight as indicated by the “CD” arrows directly to the door, which leads to the non-public areas of the airport.
- If the diplomat wants to accompany the person into the security restricted area in Terminal 1 located after the security screening in the gate for the given flight, they ask the security employee at the security screening of the given gate for escort in SRA.
- The security employee will comply and becomes therefore an authorized person for supervision of the diplomat in SRA. At the same time, they are exempt from the obligation to wear the “GUIDE” identification tag.
- The diplomat is only allowed to move in the security restricted area at the gate behind the security screening.
- After the leaving person is accompanied, the diplomat returns the same way they came into the non-public space or using turnstile 40 through the customs area all the way to the public area of the airport.

Terminal 2

- After the relevant applications have been approved, the diplomat reports at the SV 25 service entrance.
- At SV 25 service entrance the diplomat rings the bell for airport Security which lets them in by the side entrance in front of the security screening. Here the diplomat identifies themselves using the card issued by the Ministry of Foreign Affairs in the Czech Republic
- After the security screening the diplomat meets with a security employee who accompanies them at all times in security restricted area of the airport.
- The security employee escorts the diplomat into SRA via SV 25 or SV 26 service entrance, which also leads through security screening located at the central check-in area (COB).
- The diplomat is allowed to move in the entire SRA inside the terminal building.

Terminal 3

- After the relevant applications have been approved, the diplomat reports at the security screening station inside the terminal.
- They present their valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to the security screening staff.
- After the security screening the diplomat meets with a security employee who accompanies them at all times in security restricted area of the airport around Terminal 3.
- Upon leaving the security restricted area, the diplomat returns the single-use airport identification card to the security employee.

Handling of diplomatic mail

All foreign mission members authorized to handle diplomatic mail must be authorized by the given diplomatic mission to hand over or receive diplomatic mail in order to be able to enter non-public areas of the airport. The authorization shall include:

- Name and surname of the foreign mission member
- Position and identification card number
- Day and hour of receiving or handing over the mail and number of the given flight
- Number of handed over/received pieces of luggage
- Name and position of the person who issued the authorization (usually the titular) and a legible stamp of the diplomatic mission

Foreign mission members must also have all the standard documents.

Terminal 1

Entry into Terminal 1 areas by the foreign mission member is governed by the same procedure as when accompanying a leaving person in Terminal 1. At the same time, they might move in the stationary part of the jet bridge.

If the foreign mission member needs to reach the more distant aircraft positions, they report at the security screening, usually for gates B10 - B19, after entering the terminal. After going through the standard security screening, they wait for a security employee who will take them to the required aircraft stand and then back to the terminal building. In this case the foreign mission is required to submit an **order for security escort with a vehicle** at least 24 hours in advance.

Terminal 2

Entry into the Terminal areas by the foreign mission member is governed by the same procedure as when accompanying a leaving person in Terminal 2. At the same time, they might move in the stationary part of the jet bridge.

If the foreign mission member needs to get to the distant aircraft stands, then after going through the security screening they are escorted by a security employee to stands in gallery C, from which they are transported to the required aircraft stand and then back to the terminal building. In this case the foreign mission is required to submit an **order for security escort with a vehicle** at least 24 hours in advance.

Terminal 3

Entry into the Terminal areas by the foreign mission member is governed by the same procedure as when accompanying a leaving person in Terminal 3.

If the service “Security escort with a vehicle” is not ordered at least 24 hours in advance or if the aircraft position changes to a remote position due to operational or security reasons, Letiště Praha, a.s., cannot guarantee that the “security escort with a vehicle” service will be available. If the service is provided, it is charged in accordance with the price list of Letiště Praha, a.s.

Returning the single-use airport identification card

All members of foreign missions present in Václav Havel Airport Prague are obligated to return the provided single-use airport identification cards upon leaving these premises in one of the following ways:

- Upon leaving the airport premises, foreign mission members return the single-use airport identification cards at the same place where they received them, or
- they return the airport identification cards to a “IDC DIPLOMATIC MISSION” deposit box which are located at all exits from the customs area in terminal 1 and 2. Foreign mission members leave the customs area into the public hall via the exit for passengers.

Security screening

As per NBP, section IX, 4.3.4 People enjoying diplomatic privileges and immunities and diplomatic mail

1. Those enjoying diplomatic privileges and immunities as well as diplomatic mail may be checked in accordance with the Vienna Convention on Diplomatic Relations. These persons are obligated to comply with legal regulations of the receiving state.
2. Diplomatic mail (diplomatic documents or objects intended for official use) marked visibly as diplomatic mail ("Valise Diplomatique", "Colis Diplomatique", "Diplomatic Bag"), as described in an official document (borderau), may not be opened or detained; however, it is not exempted from the obligation to submit to an X-ray inspection. If this detection inspection finds serious reasons leading to the assumption that the baggage of the diplomatic post contains items prohibited from a security point of view, it cannot be admitted for transport. In the event that the prohibited items could seriously endanger the safety of civil aviation, the person performing the detection inspection must immediately inform the Police of the Czech Republic. However, this does not affect the air carrier's right not to accept a shipment with prohibited items for transport.
3. Persons enjoying diplomatic privileges and immunities and their cabin baggage are not exempt from the obligation to undergo screening. A physical inspection of the luggage of a person enjoying diplomatic privileges and immunities can be carried out in the case of justified suspicion that it contains prohibited items and only in the presence of this person or their representative. In the event that these items could seriously endanger the safety of civil aviation, they must not be admitted for transport and the person performing the detection inspection must immediately inform the Police of the Czech Republic. However, this does not affect the air carrier's right not to accept the person with prohibited items for transport.
4. A diplomatic courier equipped with official documents indicating their status (courier list) and the number of parcels comprising diplomatic mail (borderau), has the same status as persons enjoying diplomatic privileges and immunities and is subject to the provisions of point 3, and the diplomatic mail baggage transported by them is subject to the provisions of point 2. Immunities cease to apply to the diplomatic courier as of the moment of delivery of the diplomatic mail to the designated place.
5. A diplomatic representative who is not accredited in the Czech Republic enjoys inviolability and immunity only to the extent necessary to ensure their passage.
6. An air carrier or service provider during the check-in process at the airport that is in a contractual relationship with this air carrier, ensuring the transport of diplomatic mail, must make sure that it is transported by persons actually authorized by the competent authorities of foreign states or that diplomatic mail has been handed over for transportation by authorized personnel of the diplomatic mission in the Czech Republic.
7. Cooperation of the Police of the Czech Republic must always be requested if there is a reasonable suspicion that a diplomatic representative or a diplomatic courier was preparing to commit a criminal offense or is committing or has already committed a criminal offense.

Representative lounges

For the check-in of V.I.P. passengers, Prague Airport, a.s. offers representative lounges at terminals 1, 2 and 3. This service is charged in accordance with the price list of services provided by Prague Airport, a. s. All information about representative lounges is available on the website **www.prg.aero** in the "Airport Services" section.

Terminal 1

VIP Service Club CONTINENTAL

- The all-inclusive lounge offers private parking places and individual check-in and security screening. After the security screening you are taken right to your aircraft.
- The lounge can be entered from the public part of the airport via entry gatehouse 11.

Mastercard Lounge

- The lounge offers comfort during waiting for your departure, refreshment, showers and daily newspapers
- The entry is located between pier fingers A and B, after passing the passport check.

Terminal 2

FastTrack Lounge

- The all-inclusive lounge offers individual security screening and check-in, a place for business meetings, including showers
- The entrance is from the public departure hall via the red carpet stairs located next to SV 25 service entrance.

Erste Premier Lounge

- The lounge offers comfort during waiting for your departure, showers and private check-in
- You can also rent a separate Premier Private Lounge, which has its own private bar
- The entrance is about 100 metres behind the security screening on the 2nd floor of the terminal

Terminal 3

Private Jet Lounge

- Private lounge in Terminal 3
- Option of security screening inside the lounge

Parking in front of Terminals 1, 2 and 3

Members of foreign missions with a valid diplomatic license plate marked "CD" can use free parking only if they are on a diplomatic mission. Parking can be used for the time necessary to carry out their work.

Terminal 1

- Members of foreign missions are allowed to park their vehicles in the first road in the green zone, which is adjacent to Terminal 1 and which is also marked on the road with green lines.

Terminal 2

- Members of foreign missions are allowed to park their vehicles on the first-class road in the green zone, which is adjacent to Terminal 2 and which is also marked with green lines on the road. (After passing first road in front of Terminal 1 you will get to first road in front of Terminal 2)

Terminal 3

- Members of foreign missions are allowed to park their vehicles in the designated short-term parking area adjacent to the Terminal 3 building

If foreign missions are interested, they can park in the parking garages that are adjacent to Terminals 1 and 2. If parking garages are used, it is necessary to contact the Parking organizational unit at phone number +420 220 116 095.

Obligations of green zone users

- **Parking** - parking is allowed in the marked green zones for a maximum of 120 minutes. The driver of the vehicle is required to mark the start time of parking the vehicle on the parking clock, which is placed visibly behind the front window of the vehicle
- **Certificate** - the contact persons of the individual entities of the green zone are required to complete lesson of Security Administration "Regime Area Rules for Diplomatic Missions" conducted by Security Training lecturers. After passing, a certificate is issued that imposes the obligation to introduce the "Regime Area Rules for Diplomatic Missions" to other members entering the first road from the entity in which the contact person is employed. The certificate is valid for 2 years
- **Entry card for opening the barrier** - the Security Administration issues a plastic entry card for the drivers to control the barrier with coded entry/exit. The card is issued on the basis of a completed application, signed by an authorized person on behalf of the company, according to the submitted (original) Signature authorization for entry to the first road. The card authorizes the driver to enter the first road. Drivers may only use a valid entry card. Loss of the entry card must be immediately reported by the driver to the Airport Security (SV21 service entrance) or by phone at the Airport Security Dispatching, phone number: 220,111 000

- **Orders** - drivers are obliged to obey the orders of the security forces of the Prague Airport, a.s., members of the Customs Office and the Police of the Czech Republic, both under normal conditions and in the event of extraordinary events or security drill, in particular the instructions to clear the area and the instructions to restrict entry into the area
- **Lists** - the current list of authorized/contact persons is kept in writing by the Security Administration organizational unit in the electronic system upon receiving the forms
- **Signature authorization** - serves to create activity records at Prague Airport a.s.. At the same time, it is used to determine the authorized representative in matters of single-use entries to the airport area. We recommend having at least two representatives so that they can fill in for each other.
- **Authorized person** - the security administration communicates with this person with regards to specific situations and send them information on the given topic. At the same time, this person is responsible for keeping the information in this form correct and up to date.
- **Termination of activities** - contact persons are obliged to immediately notify the Security Administration of the termination of their activities and hand over their entry card

The entry card is always valid until the last day of the calendar year in which it was issued for the given embassy. To extend the card for another calendar year, the card must be "revalidated".

Revalidation procedure:

- Before the end of the calendar year, the security administration electronically sends a request to the given embassy asking whether they want to extend the validity of the entry card for another calendar year
- The relevant embassy will check the status of the issued cards and, if they confirm the request, will ensure that the validity of the entry card is automatically extended

If the relevant embassy does not confirm the request, the entry card cannot be used in the following calendar year.

Contacts

Security Administration

e-mail: jednorazove.vstupy@prg.aero

Tel.: +420 220 111 741

Emergency and Crisis Management

e-mail: airport.emergency@prg.aero

Tel.: +420 220 117 777

Airport Security Dispatching

e-mail: operator.bed@prg.aero

Tel.: +420 220 111 000

Parking at Prague Airpot, a. s.

web: booking.prg.aero

Tel.: +420 220 116 095

Prague Ruzyně Customs Office

e-mail: sluzba1995@cs.mfcr.cz

Tel.: +420 261 331 035

VIP Service Club CONTINENTAL: vip.service@prg.aero

FastTrack Lounge: fasttracklounge@prg.aero

Erste Premier Lounge: erstepremierlounge@prg.aero

Mastercard Lounge: mastercardlounge@prg.aero

Private Jet Lounge: vip.service@prg.aero

Price list

Price list	
Issuing a new card	CZK 300
Card loss + <i>printing a new card</i>	CZK 350 + CZK 150
Reprint the card	CZK 150
Security escort	CZK 600 without VAT/hour
Security escort with a vehicle	CZK 900 without VAT/hour

Václav Havel Airport Prague would like to inform you that this note fully replaces the previous note and at the same time to use this opportunity to once again assure all diplomatic missions, consular offices and international organizations accredited in the Czech Republic of its deepest respect.