



To all

diplomatic missions, consular offices, and international organisations in Prague

Václav Havel Prague Airport pays respect to all diplomatic missions, consular offices, and international organisations accredited in the Czech Republic and is pleased to send up-to-date information on the rules concerning the movement of members of diplomatic missions throughout the airside (non-public areas) of Václav Havel Prague Airport.

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Terminal 1, 2, and apron – in these areas, foreign missions must be supervised by a security officer or an authorised person.

Terminal 4 – Terminal 4 is under the full jurisdiction of the Ministry of Defence of the Czech Republic and in order to enter its premises, you must contact the Ministry of Defence of the Czech Republic.

Security Officers and Authorised Persons are those persons who possess a valid Airport Identification Card with the appropriate authorisation and are identified by a valid Airport Identification Card “GUIDE”.

- **Security Officer** – this is a security officer of Letiště Praha, a.s. A Security Officer must escort a member of a foreign mission in a non-public or restricted area of the airport accessible to members of foreign missions. This service is charged in accordance with the price list of Letiště Praha, a.s.
- **Authorised Person** – these are employees of lounges and handling companies who escort a member of a foreign mission in accessible SRA premises.

Václav Havel Airport provides members of foreign missions with access to the airport premises subject to the following conditions:

“Greeting arriving persons” or “Escorting departing persons”

- all diplomatic representatives, consular officials, and representatives of international organizations accredited in the Czech Republic (hereinafter “diplomats”) who do not enter restricted premises for the purpose of travel and who also possess a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic labelled **D**, or **K**, or **MO/D**.

“Handling diplomatic mail”

- for the purpose of handling diplomatic mail, only diplomats and other mission personnel, i.e. persons possessing identification cards issued by the Ministry of Foreign Affairs of the Czech Republic with the designation **ATP**, **SP**, **SSO**, **KZ**, **SP/K**, **SSO/K**, **HK**, **MO** and **MO/ATP**, may enter.

Security checks of persons and baggage (including diplomatic mail) prior to departure

Persons enjoying diplomatic privileges and immunities, including diplomatic mail, may be inspected in accordance with the Vienna Convention on Diplomatic Relations. Such persons must comply with the laws of the receiving state.

In order to guarantee protection and safety of civil aviation in the Czech Republic, the method of passenger screening is established by Act No. 49/1997 Coll., on Civil Aviation, as amended, Regulation (EC) No. 300/2008 of the European Parliament and of the Council, Aviation Regulation L-17, as amended, the National Civil Aviation Security Programme of the Czech Republic, as amended, and the Prague Airport Security Programme.

Persons enjoying diplomatic privileges and immunities, including their cabin baggage, are not exempt from screening.

Pursuant to a risk assessment, the Authority has established an exemption from screening for important persons departing from the Czech Republic after a business or official visit which they have attended subject to an invitation from the Czech side. This concerns the following persons:

1. Heads of State
2. The President of the Senate
3. The President of the Chamber of Deputies
4. The Prime Minister
5. The Minister of Foreign Affairs
6. The President of the European Commission
7. The President of the European Council
8. The Vice-President of the European Commission for Foreign Affairs and Security Policy.

The exception also applies to the Czech counterparts of the persons mentioned under 1 - 5 who are departing the Czech Republic for a business or official trip.

The exception does not apply to family members or cabin baggage of the above persons. The departure of that person must be notified to the airport operator by the competent authority well in advance.

When in the non-public areas of the airport, members of foreign missions must visibly wear an airport identification card at all times during their stay there and present the card for inspection at the request of Security Officers of Letiště Praha, a.s., members of the Police of the Czech Republic, and members of the Customs Administration of the Czech Republic.

Procedure for obtaining a one-time airport identification card authorising access to airport premises

- Foreign mission staff must send a duly completed “**Order for Escort by a Security Officer**” (Annex 1) at least 24 hour in advance to the following e-mail address: **jednorazove.vstupy@prg.aero**. If the foreign mission does not send the request within the minimum notice period, the presence of a security officer cannot be guaranteed for the specified time.

The Security Administration handles requests on weekdays from Monday to Friday between 7 AM and 3 PM.

Outside the working hours of the Security Administration unit, it is possible to contact the Emergency and Crisis Management unit by e-mail at: **airport.emergency@prg.aero** or by phone: **+420 220 117 777**.

Locations for collecting one-time airport identification cards

a centralised location exists for both terminals (T1 and T2) – service entrance SV 21 in the connecting building, including a single-entry dispenser.

Airport customs area

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

- Entry into the customs area is permitted only to holders of special airport identification cards issued by Department of the Prague Ruzyně Customs Office, tel.: 261 331 035. The holder of the airport identification card must also carry a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic;
- written requests for the issuance of special airport identification cards must be made on official letterhead of the diplomatic or consular mission, stamped and signed by the head of mission;
- for security reasons and in accordance with international practice, the Air Traffic Safety Policy Department of the Prague Ruzyně Customs Office will determine the number of airport identification cards issued to diplomats of one diplomatic or consular mission in proportion to the size of the respective mission. Therefore, heads of diplomatic missions are requested to consider the actual needs of the mission and to request only the minimum number of cards necessary;
- the customs area in Terminal 1 can be accessed via turnstiles Nos. 15 and 42. They will then leave the customs arrivals area in the same way as passengers;
- Entry to the customs area in Terminal 2 is via service entrance No. 27 in the arrivals area of Terminal 2. They will then leave the customs arrivals area in the same way as passengers;
- The IDC is coded for the reader located at the entrance to the customs area;
- Diplomatic and consular missions assume all responsibility for special airport identification cards issued by Department 13 - Air Traffic Safety Policy of the Prague Ruzyně Customs Office. Misuse of the card is considered a security offence;
- A foreign mission must immediately report any loss to the Permanent Service of the Border Surveillance Unit – Common Security Risk Analysis Department of the Customs Office, tel.: 261 331 000; 220 114 690; e-mail: sluzba1995@cs.mfcr.cz and to the DOL, tel.: 220 11 1000.

Welcoming an arriving person

- After confirming a single entry request, the diplomat is to report to the single entry desk next to the service entrance No. 21;
- The diplomat must present a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to airport staff;
- The diplomat will then wait for the arrival of a security officer, who will escort him/her at all times within the non-public (T1) or restricted area of the airport (T2);

Terminal 1

- The diplomat together with the security officer will proceed along the route designated for members of foreign missions, which is marked with blue arrows and the inscription “CD”, via service entry No. 21 leading to turnstile 44; then straight in the direction of the “CD” to the entrance to the non-public area of the airport;
- After meeting the arriving person, the diplomat has the option of using passport control, which leads to the customs area of the airport. Counter No. 1 is designated for priority check-in/control of diplomats. In this way, the diplomat always has visual contact with the person being picked up. The security officer escorting the diplomat is also allowed to pass through this counter;
- Then the diplomat leaves the customs area for the public area of the airport together with the arriving person. The security officer providing escort ends his/her task and takes the IDC from the diplomat.

Terminal 2

- The diplomat and the security officer proceed to Terminal 2 via service entrances No. 26 or No. 25;
- After meeting the arriving person, the diplomat, escorted by a security officer, proceeds to the public area of the airport, where the security officer providing the escort ends his/her task, takes the IDC from the diplomat, and the diplomat leaves for the public area of the airport with the arriving person.

If diplomats and the persons that they accompany move between terminals, they must be escorted by a security officer at all times in both terminals.

Departing person's escort

- After confirming a request for single entry, the diplomat is to report to the single entry desk next to service entrance No. 21;
- The diplomat must present a valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic to airport staff;
- The diplomat will then wait for the arrival of a security officer, who will escort him/her at all times within the non-public (T1) or restricted area of the airport (T2);

Terminal 1

- The departing person then proceeds through standard passport control and the accompanying diplomat and security officer proceed through service entrance No. 16, meeting just outside the passport counters;
- If a diplomat enters a gate area, i.e. a security restricted area, he/she must undergo a security check and stay only within the gate area and not enter the jetway;
- After completing their escort of the departing person, the diplomat and the Security Officer return to the public area of the airport using the same route by which they came, only in the opposite direction.

Terminal 2

- A Security Officer escorts the diplomat to the SRA via service entrances No. 25 or 26, which also leads through the security check located at the central check-in point, or COB;
- A diplomat escorted by a Security Officer is allowed to move throughout the SRA inside the terminal building;
- After the escort has finished, the Security Officer and the diplomat return using the same route, only in the opposite direction, until they reach the public area.

Handling diplomatic mail

All members of a foreign mission authorised to handle diplomatic mail must be authorised by the appropriate diplomatic mission to deliver or receive diplomatic mail in order to enter the non-public areas of the airport. The authorisation must include:

- Name and surname of the member of the foreign mission;
- The position and number of the identification card;
- The day and time of mail pick-up or delivery and the number of the relevant flight;
- The number of bags being transferred or collected;
- The name and position of the person who issued the authorisation (usually the titular officer) and a legible stamp of the diplomatic mission.

In addition, members of the foreign mission must carry the usual written documents.

Terminal 1

To enter Terminal 1, the foreign mission member proceeds in the same manner as when greeting an arriving person at Terminal 1 (i.e., through service entrance No. 21).

Terminal 2

To enter the terminal area, a member of a foreign mission follows the same procedure as when escorting a departing person at Terminal 2. At the same time, he/she may stay in the non-moving part of the jetway.

Remote stands

In case a member of a foreign mission needs to be transported to a remote aircraft stand, he/she will be escorted by a Security Officer to security checkpoints B10 – B19, where a standard security check will take place, after which he/she will wait for an authorised security officer who will take him/her to the stand of the required aircraft and then back to the terminal building. In this case, the foreign mission must send an **order for escort by a Security Office including a vehicle** at least 24 hours in advance (**Annex 1**).

If the service “Escort by a Security Officer including a Vehicle” is not ordered with a minimum of 24 hours’ notice or if for operational or security reasons the aircraft is changed to a remote aircraft stand, Letiště Praha, a.s., cannot guarantee the service “Escort by a Security Officer including a Vehicle”. If the service is provided, it will be charged according to the price list of Letiště Praha, a. s.

Obligation to return a one-time airport identification card

All members of foreign missions present on the premises of Václav Havel Prague Airport must return their borrowed one-time airport identification cards upon leaving these premises in the following ways:

- When leaving the non-public area of the airport, members of foreign missions are to return their single-use airport identification cards to the escorting Security Officer.

Security check

According to the National Aviation Safety Programme, Part IX, 4.3.4 Persons enjoying diplomatic privileges and immunities, as well as diplomatic mail

1. Persons enjoying diplomatic privileges and immunities, including diplomatic mail, may be inspected in accordance with the Vienna Convention on Diplomatic Relations. Such persons must comply with the laws of the receiving state.
2. Diplomatic mail (diplomatic documents or articles intended for official use) bearing the visible marking of diplomatic mail ('Valise Diplomatique', 'Colis Diplomatique', 'Diplomatic Bag') which is so described in an official document (borderau) may not be opened or detained, but is not exempt from being subjected to inspection by an X-ray machine. If this screening finds serious grounds for believing that diplomatic baggage contains articles prohibited from a security point of view, it can be denied access to carriage. If the prohibited articles are capable of seriously endangering the safety of civil aviation, the person conducting the screening must immediately inform the Police of the Czech Republic. This is without prejudice to the right of the air carrier not to admit the consignment containing prohibited articles for carriage.
3. Persons enjoying diplomatic privileges and immunities, including their cabin baggage, are not exempt from screening. A physical search of the baggage belongings of a person enjoying diplomatic privileges and immunities may be carried out in the presence of that person or his/her representative only if there is reasonable suspicion of the presence of prohibited articles. If such articles are likely to endanger the safety of civil aviation, they must not be allowed to be transported and the person carrying out the screening must immediately inform the Police of the Czech Republic. This is without prejudice to the right of the air carrier not to admit a person with prohibited articles for carriage.
4. A diplomatic courier, who is provided with official documents indicating his/her status (a courier letter) and the number of items constituting diplomatic mail (borderau), will enjoy the same status as persons enjoying diplomatic privileges and immunities and will be subject to the provisions of paragraph 3, and the diplomatic baggage carried by him/her will be subject to the provisions of paragraph 2. Immunities cease to apply to a diplomatic courier once the diplomatic mail is delivered 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 his or her passage.
6. The air carrier or service provider in the airport check-in process, which is in a contractual relationship with this air carrier providing the transport of diplomatic mail must make sure that the mail is transported by persons actually authorised by the competent authorities of foreign states or that the diplomatic mail has been handed over for transport by authorised personnel of the diplomatic mission in the Czech Republic.
7. The assistance of the Police of the Czech Republic must be requested whenever there is a reasonable suspicion that a diplomatic agent or diplomatic courier is preparing to commit a crime or has already committed or is committing a crime.

Representative lounges

For checking-in V.I.P. passengers, Letiště Praha, a.s., offers representative lounges located in Terminals 1, 2, and 3. The lounges are charged in accordance with the price list of services of Letiště Praha, a.s. All information about the representative lounges is available on the Internet at www.prg.aero in the “Airport Services” section.

Terminal 1

VIP Service Club CONTINENTAL

- This all-inclusive lounge has its own private parking area and individual security check, including luggage handling. After passing through security, shuttle service to the plane is provided;
- Entrance is from the public part of the airport through entrance gate No. 11.

Mastercard Lounge

- This lounge offers all comforts while waiting for departure, refreshments, showers and daily newspapers;
- Entrance is from the transit section between Piers A and B, after passing through passport control.

Terminal 2

FastTrack Lounge

- This all-inclusive lounge offers an individual security check including luggage handling, meeting point, business meeting space, and showers;
- Entrance is from the public part of the departure hall via the red carpeted stairs located next to service entrance No. 25.

Erste Premier Lounge

- This lounge offers all comforts while waiting for departure, showers, and private check-in;
- The separate Premier Private Lounge with a private bar is available for rent;
- The entrance is approximately 100 metres past the security check on the 2nd floor of the terminal.

Car parking in front of Terminals 1, 2, and 3

Members of foreign missions with a valid diplomatic licence plate bearing the “CD” label can only use the parking free of charge if they are on a diplomatic mission. Parking may be used for the time necessary to perform their task.

Terminal 1

- Members of foreign missions are allowed to park their vehicles in the First Lane of the green zone adjacent to Terminal 1, which is also marked on the road with a green line.

Terminal 2

- Members of foreign missions are allowed to park their vehicles on the First Lane of the green zone adjacent to Terminal 2, which is also marked on the road with a green line. (After passing the First Lane in front of Terminal 1, the First Lane in front of Terminal 2 follows).

Terminal 3

- Members of foreign missions are permitted 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 adjacent to Terminals 1 and 2. In case of using the parking garages, it is necessary to contact the Parking Unit at +420 220 116 095.

Obligations of green zone users

- **Waiting** – Waiting is permitted in places marked with a green zone for a maximum of 120 minutes. The driver of the vehicle is to mark the time of the beginning of parking on the parking clock and place it visibly on the windscreen of the vehicle.
- **Certificate** – The contact persons of each Green Zone entity are required to complete the Security Administration’s “Rules of the Regime Area for Diplomatic Missions” training conducted by Security Education and Training lecturers. Upon completion, a certificate is issued that imposes the obligation to implement the “Rules of the Regime Area for Diplomatic Missions” to other members entering the first lane from the entity in which the contact person is employed. The certificate is valid for 2 years.
- **Entry card to control the gate** – drivers are issued a plastic entry card at the Security Administration office to control the gate with coded entry/exit. The card is issued against a duly completed application form, signed by a person authorised on behalf of the company, according to the submitted (original) Signature Authorisation for entry to the first lane. The card entitles the driver to enter the first lane. Drivers may only use a valid entry card. Drivers must report any loss of his/her entry card immediately to the Airport Security (service entrance No. 21) or by phone to the Airport Security Control Centre, tel.: 220 111 000.

- **Orders** – drivers must follow the orders of the security forces of Letiště Praha, a.s., the Customs Office and the Police of the Czech Republic, both under normal conditions and in the event of emergencies and safety drills, in particular instructions to clear an area and instructions to restrict exit from and entry to the area.
- **Lists** – a current list of authorised/contact persons will be maintained in written form by the Security Administration unit in the electronic system once the forms have been received.
- **Signature authorisation** – used to establish a record of activities at Letišti Praha a. s. It also serves to determine the authorised person who can represent the airport in matters of one-time entrances/entries to the airport premises. It is recommended that these persons be at least two for the sake of possible substitutability.
- **Authorised person** – this is a person with whom the Security Administration communicates specific situations and receives information on a given topic. At the same time, this person is responsible for the accuracy and timeliness of the information provided upon request.
- **Termination of activities** – contact persons will immediately report the termination of activities to the Security Administration and immediately hand over their entry card.

Each entry card is always valid until the last day of the calendar year in which it was issued for the embassy. To renew a card for another calendar year, the card must be “revalidated”.

Revalidation occurs as follows:

- Before the end of the calendar year, the Security Administration will send an electronic request to the embassy in question asking whether they wish 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 the request is confirmed, 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 made operational for 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 Dispatch

E-mail: operator.bed@prg.aero
tel.: +420 220 111 000

Letiště Praha, a. s. Parking

website: booking.prg.aero
tel.: +420 220 116 095

Customs Office Prague Ruzyně

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

Price list

Price list	
New card issue	CZK 350
Lost card + new card issue	CZK 600
Card reprinting	CZK 175
Security Officer escort	CZK 650
Security Officer escort with a vehicle	CZK 900

Václav Havel Airport Prague would like to inform you that this note replaces the previous note in its entirety and takes this opportunity to reassure all diplomatic missions, consular offices, and international organisations accredited in the Czech Republic of its highest consideration.