

Airport handbook

for diplomatic missions, consular offices, and international governmental organisations accredited in the Czech Republic



July 2025



Václav Havel Prague Airport pays respect to all diplomatic missions, consular offices, and international governmental 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.

Table of Contents

List of abbreviations and definitions	4
Authorised escort in non-public areas of Václav Havel Airport Prague	6
Authorised escort	6
Procedure for obtaining a one-time airport identification card authorising access to non-public area of the airport	8
Entry to the non-public area of the airport	8
Locations for picking up one-time airport identification cards	8
Obligation to return the one-time airport identification card (IDC)	8
Entry to the customs area of the airport only	9
Airport customs area	9
Entry into the customs area at Terminal 1 and Terminal 2	9
Welcoming an arriving person	10
Terminal 1	10
Terminal 2	10
Escort of departing person	12
Terminal 1	12
Terminal 2	12
Handling diplomatic mail	13
Receiving diplomatic mail directly from the captain	13
Terminal 1	13
Terminal 2	13
Remote stands	13
Receipt of diplomatic mail in the customs area of Terminal 1 and Terminal 2	14
Security check	15
Car parking in front of Terminals 1 and 2	17
Terminal 1	17
Terminal 2	17
Obligations of green zone users (First Lane)	17
Representative lounges	19
Terminal 1	19
Terminal 2	19
Contacts	20
Price list	20
Annex 1	22
Annex 2	23

List of abbreviations and definitions

For the purposes of this document, the following terms, abbreviations and definitions shall apply.

Term	Abbreviation	Definition
Security Officer	-	An employee of Letiště Praha, a. s. who holds a valid permanent Airport Identification Card (IDC) and is authorized to accompany.
Airport Security Dispatching Centre	DOL	Central Airport Dispatch for Security.
MFA identification card	-	A valid identification card issued by the Ministry of Foreign Affairs of the Czech Republic.
Authorised (contact) person	-	A person of individual entities (diplomatic missions, consular offices, international governmental organisations accredited in the Czech Republic, etc.) who completes the training "Rules of the Regime Area for Diplomatic Missions". Organisational unit Security Administration communicates specific situations with the person or is sent information on the topic.
Airport identification card	IDC	A valid identification card authorising access to non-public areas of the airport.
Non-public areas of the airport	-	Movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is restricted (including the SRA).
Authorised person to accompany	-	A lounge and handling company employee with a valid permanent Airport Identification Card (IDC) who is authorised to escort in the available areas of SRA. A security officer (see definition above) is also an authorised escort.
Security Administration	-	It deals with the administration of passenger and vehicle entrances to individual areas of the airport. It issues entry permits and one-time identification cards (IDC).
Security Training Department	-	It ensures the implementation of the training course "Rules of the Regime Area for Diplomatic Missions".
Emergency and crisis management	-	Responsible for setting strategy, operational procedures and execution of contingency and crisis planning and management at the airport. Outside working hours of organisation unit Security Administration handles the granting of one-time airport identification card when necessary.
Special airport identification cards	Special IDC	A pass authorising entry into the customs area of the airport issued by Customs Office in Prague (branch Prague Ruzyně).
Security restricted area	SRA	Area of airside where, in addition to access being restricted, other aviation security standards are applied.
Terminal 1	T1	-

Terminal 2	T2	-
Terminal 3	T3	-

Authorised escort in non-public areas of Václav Havel Airport Prague

The non-public area of Václav Havel Prague Airport, including the security restricted area (hereinafter referred to as the "SRA"), is considered to be the area where the movement of all diplomatic representatives, consular officials, representatives of international governmental organisations accredited in the Czech Republic and other members of foreign missions (hereinafter referred to as "diplomats/members of foreign missions") requires the authorised escort of a security officer or authorised person to accompany them.

The following are considered non-public areas of the airport:

- **Terminal 4**
- The relevant part of **Terminal 1 (T1)**
- The relevant part of **Terminal 2 (T2)**
- The relevant part of **Terminal 3 (T3)**
- **The apron**

Diplomats/members of a foreign mission are required to be supervised by a security officer or authorised escort for movement in non-public areas of Terminal 1 and Terminal 2.

The non-public areas of T3 can only be used in case of an exceptional event. In the event of an exceptional event, a duly completed application and order form (see Annex 1 and Annex 2 for sample forms) must be sent with a minimum of 24 hours' notice to the e-mail address jednorazove.vstupy@prg.aero (on working days 07:00 - 14:30, out of working hours to the e-mail address: airport.emergency@prg.aero (alternatively operator.bed@prg.aero), see chapter Entry to the non-public area of the airport).

Diplomats/members of foreign missions are not allowed to move around the apron.

Terminal 4 is under the full jurisdiction of the Ministry of Defence of the Czech Republic and to enter its premises it is necessary to contact the Ministry of Defence of the Czech Republic.

Authorised escort

A security officer and an authorised person to accompany are authorised to accompany a diplomat/member of a foreign mission. A security officer and authorised person to accompany are those persons who possess a valid permanent airport identification card with the appropriate range and are identified by a valid airport identification card "GUIDE".

- **Security Officer** - this is a security officer of Letiště Praha, a. s. The security officer accompanies the diplomat/member of the foreign mission in the non-public area of the airport accessible to diplomats/members of the foreign mission. This service is charged in accordance with the price list of Letiště Praha, a. s. (see Price list).
- **Authorised person to accompany** - these are employees of lounges of Prague airport and handling companies who accompany a diplomat/member of a foreign mission in the accessible areas of SRA. This service is charged according to the valid price list, see <https://www.prg.aero/salonky-a-vip>.

Václav Havel Airport Prague provides diplomats/members of foreign missions with access to non-public areas of the airport only when accompanied by a security officer or authorised escort, during the following events:

- 1) **"Welcoming an arriving person"** or **"Escort of departing person"**
 - Refers to diplomats/members of a foreign mission who do not enter the non-public areas of the airport for the purpose of travel, but for the purpose of "welcoming arriving persons" or as an "escort of departing persons" and who also possess a valid identification card issued by the

Ministry of Foreign Affairs of the Czech Republic (hereinafter referred to as "MFA identification card") with the marking **D**, or **K**, or **MO/D**.

- For a more detailed description, see chapters Welcoming an arriving person and Escort of departing person.

2) “Handling diplomatic mail”

- Refers to diplomats/members of a foreign mission who enter a non-public area of the airport for the purpose of handling diplomatic mail while in possession of a valid MFA identification card with the marking **D** or **K** or **MO/D**.
- Refers to other members of the mission (mission personnel) who enter the non-public part of the airport for the purpose of handling diplomatic mail and who also possess MFA identification cards with the markings **ATP**, **SP**, **SSO**, **KZ**, **SP/K**, **SSO/K**, **HK**, **MO** and **MO/ATP**.
- For a more detailed description, see the chapter Handling diplomatic mail.

In non-public areas of the airport, **diplomats**/members of a foreign mission **are obliged to** visibly wear an Airport Identification Card (IDC) at all times during their stay there **(non-public areas) and at the same time to** present it 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 non-public area of the airport

The regime of entry into non-public area of the airport Terminal 1 and Terminal 2 can be divided into two groups, namely entry into the non-public area of the airport and entry only into the customs area of the airport.

- 1) Entry to the non-public area of the airport
- 2) Entry to the customs area of the airport only

Entry to the non-public area of the airport

To enter the non-public area of the airport Terminal 1 and Terminal 2, you must be accompanied by a security officer and have been issued a one-time airport identification card (IDC).

To be issued with a one-time IDC, **two properly completed forms** (see below) must be submitted with a minimum of 24 hours' notice to **jednorazove.vstupy@prg.aero**.

- 1) **Completed application form** (Application for Entrance for Diplomatic Mission to Non-Public Area of LKPR - see Annex 1)
- 2) **Completed order for escort** (form Order for escort by a security officer - see Annex 2)

Unless a properly completed application and order are sent in a minimum amount of time in advance, the presence of a security officer (escort) cannot be guaranteed for the specified time.

The **organisational unit** Security Administration handles requests on **working days** from Monday to Friday 07:00-14:30.

Out of working hours of the Security Administration unit, the Emergency and Crisis Management Unit can be contacted by e-mail: **airport.emergency@prg.aero** or by telephone: **+420 220 117 777** or the Airport Security Dispatch Centre (DOL) at the e-mail address **operator.bed@prg.aero**, or telephone number **+420 220 111 000**.

Locations for picking up one-time airport identification cards

There is a centralised location for both terminals (Terminal 1 and Terminal 2) - next to the service entrance No. 21 in the connecting building (between Terminal 1 and Terminal 2) is the one-time (temporary) airport identification cards pick-up point.



Obligation to return the one-time airport identification card (IDC)

All diplomats/members of a foreign mission present in the non-public area of Václav Havel Airport Prague are obliged to return the borrowed one-time airport identification card (IDC) to the accompanying security officer (or authorised person to accompany (employee of lounges of Prague airport)) when leaving these areas.

Entry to the customs area of the airport only

Entry only into the customs area of Terminal 1 and Terminal 2 is permitted only to holders of special airport identification cards issued Customs Office in Prague. The holder of this special airport identification card (hereinafter referred to as "special IDC") must also carry a valid MFA identification card.

A security officer or authorised person to accompany is not required for movement in this area only.

The holder of a special IDC is obliged to comply with the Rules for entry and movement in the premises of Václav Havel Airport Prague (Pravidla pro vstup, vjezd a pohyb v prostorech Letiště Václava Havla Praha).

Airport customs area

The customs area is located at Terminal 1 and Terminal 2 in the arrivals area at the passenger baggage claim area.

- Only holders of special IDCs are allowed to enter the customs area. The holder of this special IDC must also carry a valid MFA identification card;
- Written requests for the issuance of special IDCs must be made on official letterhead of the diplomatic or consular mission, with a justification for the request, stamped and signed by the head of mission;
- For security reasons and in accordance with international practice, Customs Office in Prague (branch Prague Ruzyně) will determine the number of special IDCs issued to diplomats/members of a foreign mission of a diplomatic mission, consular mission or international governmental organisation accredited in the Czech Republic in proportion to the size of the relevant mission. Heads of diplomatic missions, consular missions or international governmental organisations accredited in the Czech Republic are therefore requested to consider the actual needs and to request only the minimum number of special IDCs in the application;
- A diplomatic mission, consular mission or international governmental organisation accredited in the Czech Republic is obliged to immediately report the loss of a special IDC to the Customs Office in Prague tel.: +420 261 331 035 (or +420 724 501 935); email: podatelna_cu_v_praze@celnisprava.gov.cz and to the Airport Security Dispatching Centre (DOL), tel.: 220 11 1000;
- Diplomatic missions, consular missions and international governmental organisations accredited in the Czech Republic assume all responsibility for the special IDC. Misuse of these special IDCs is considered a security offence.

Entry into the customs area at Terminal 1 and Terminal 2

- The customs area at Terminal 1 is accessed via service entrance No. 46. The customs arrival area is then exited in the same way as the passengers leave it;
- Access to the customs area in Terminal 2 is via service entrance No. 27 in the arrival section of Terminal 2. The customs arrival area is then exited in the same way as the passengers leave it;
- A special IDC is coded for the use of the reader located at the entrance to the customs area.

Welcoming an arriving person

- After confirming the request for a single entry (Application for Entrance for Diplomatic Mission to Non-Public Area of LKPR), the diplomat/member of the foreign mission will present himself/herself at the single-entry desk (identification cards pick-up point) next to the service entrance No. 21 (connecting building - between Terminal 1 and Terminal 2);
- The diplomat/member of the foreign mission shall present a valid MFA identification card with **D** or **K** or **MO/D** marking to the airport staff and collect a one-time airport identification card (IDC);
- The diplomat/member of the foreign mission will then await the arrival of a security officer (or authorised person to accompany) who will always accompany him/her in the non-public area of the airport.

Terminal 1

- Pick up a one-time airport identification card (IDC);
- The diplomat/member of the foreign mission, together with the security officer, proceeds along the path designated for diplomats/members of the foreign mission, which is marked with blue arrows marked "CD", through service entrance No. 21 leading to turnstile 44, then straight ahead in the direction of the arrows "CD" directly to the door to the non-public area of the airport;
- A diplomat/member of a foreign mission accompanied by a security officer is allowed in the non-public passenger area of the airport. Diplomats/members of a foreign mission are not allowed to enter the boarding bridges when welcoming an arriving person;
- After meeting the arriving person, the diplomat/member of the foreign mission has the opportunity to use passport control, which leads to the customs area of the airport. For this passage, there is a counter No. 1, which is used for priority check-in of diplomats/members of foreign missions. In this way, the diplomat/member of the foreign mission always has visual contact with the arriving person. The security officer accompanying the diplomat/member of the foreign mission is also allowed to pass through this counter;
- The diplomat/member of the foreign mission then leaves the customs area for the public area of the airport together with the arriving person. Here the security officer arranging the escort terminates his/her activity and takes the one-time IDC from the diplomat/member of the foreign mission.

Terminal 2

- Pick up a one-time airport identification card (IDC);
- The diplomat/member of the foreign mission together with the security officer proceed to Terminal 2 via the service entrance No. 26 or No. 25, where they undergo a security screening check (including the items carried);
- A diplomat/member of a foreign mission accompanied by a security officer is allowed in the non-public passenger area of the airport. Diplomats/members of a foreign mission are not allowed to enter the boarding bridges when greeting an arriving person;
- After meeting the arriving person, the diplomat/member of the foreign mission together with the arriving person, accompanied by a security officer, proceeds to the customs area of the airport where the security officer arranging the escort terminates his/her activity, takes the one-time IDC from the diplomat/member of the foreign mission and the diplomat/member of the foreign mission leaves for the public area of the airport together with the arriving person.

If diplomats/members of a foreign mission and their escorts are moving between terminals in a non-public area of the airport, they must be always accompanied by a security officer in both terminals.

Escort of departing person

- After confirming the request for a single entry (Application for Entrance for Diplomatic Mission to Non-Public Area of LKPR), the diplomat/member of the foreign mission will present himself/herself at the single-entry desk (identification cards pick-up point) next to the service entrance No. 21 (connecting building - between Terminal 1 and Terminal 2);
- The diplomat/member of the foreign mission shall present a valid MFA identification card with **D** or **K** or **MO/D** marking to the airport staff and collect a one-time airport identification card (IDC);
- The diplomat/member of the foreign mission will then await the arrival of a security officer (or authorised person to accompany) who will always accompany him/her in the non-public area of the airport.

Terminal 1

- Pick up a one-time airport identification card (IDC);
- The departing person proceeds through standard passport control and the accompanying diplomat/member of the foreign mission together with the security officer proceeds through the service entrance No. 16, meeting the departing person just after the passport counters;
- If a diplomat/member of a foreign mission enters the gate area (SRA), he/she must undergo security screening check (including the items carried) and move only within the gate area. Diplomats/members of a foreign mission accompanying a departing person are not allowed to enter the boarding bridge;
- Upon completion of the escort of the departing person, the diplomat/member of the foreign mission, together with the security officer, returns the same way they came, but in the opposite direction, to the public area of the airport, where the security officer arranging the escort, completing his/her activity, takes the one-time IDC from the diplomat/member of the foreign mission.

Terminal 2

- Pick up a one-time airport identification card (IDC);
- The security officer escorts the diplomat/member of the foreign mission to the SRA through the service entrance No. 25 or No. 26 (located in the central check-in point or COB), where he/she undergoes a security screening check (including the items carried), and meets the departing person at the SRA either directly behind the central check-in point (COB) or in the duty free zone;
- A diplomat/member of a foreign mission accompanied by a security officer is allowed in the non-public passenger area of the airport. Diplomats/members of a foreign mission accompanying a departing person are not allowed to enter the boarding bridges;
- Upon completion of the escort of the departing person, the security officer and the diplomat/member of the foreign mission return the same way they came, but in the opposite direction, to the public area, where the security officer arranging the escort, completing his/her activity, takes the one-time IDC from the diplomat/member of the foreign mission.

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 to enter the non-public areas of the airport. The authorisation must include:

- The name and surname of the member of the foreign mission;
- The position and number of the MFA identification card;
- The date and time the mail was received or handed over and the number of the relevant flight;
- The number of baggage/bags being handed over or received;
- The name and function (position) of the person who issued the authorisation (usually the titular officer) and a legible stamp of the diplomatic mission.

In addition, diplomats/members of a foreign mission must be equipped with the usual written documents.

Diplomatic mail can be picked up at the customs area of Terminal 1 and Terminal 2 or directly from the captain of the aircraft.

Receiving diplomatic mail directly from the captain

To receive diplomatic mail directly from the captain, you must have a one-time airport identification card (IDC) and be accompanied by a security officer or authorised person to accompany. The same procedure applies as for the “welcoming an arriving person” (see the section Procedure for obtaining a one-time airport identification card authorising access to non-public area of the airport).

Terminal 1

To enter Terminal 1, the diplomat/member of a foreign mission proceeds in the same manner as when is used regime “welcoming an arriving person” at Terminal 1 (i.e., through service entrance No. 21). Unlike the regime “welcoming an arriving person”, the diplomat/member of a foreign mission may also move in the non-moving part of the boarding bridge (jet bridge).

A diplomat/member of a foreign mission is required to visibly wear a one-time airport identification card (IDC) at all times while in non-public areas of the airport and is under the supervision of a security officer.

Terminal 2

To enter Terminal 2, the diplomat/member of a foreign mission proceeds in the same manner as when is used regime “escort of departing person” at Terminal 2. Unlike the regime “escort of departing person”, the diplomat/member of a foreign mission may also move in the non-moving part of the boarding bridge (jet bridge).

A diplomat/member of a foreign mission is required to visibly wear a one-time airport identification card (IDC) at all times while in non-public areas of the airport and is under the supervision of a security officer.

Remote stands

In the case that a diplomat/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).

A diplomat/member of a foreign mission is required to visibly wear a one-time airport identification card (IDC) at all times while in non-public areas of the airport and is under the supervision of a security officer.

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.

Receipt of diplomatic mail in the customs area of Terminal 1 and Terminal 2

To receive diplomatic mail in the customs area of Terminal 1 and Terminal 2, it is necessary to have a special IDC, which authorizes a diplomat/member of a foreign mission to move in the customs area of Terminal 1 and Terminal 2 without being accompanied by a security officer and an authorized person.

The rules for receiving diplomatic mail in the customs area of Terminal 1 and Terminal 2 are described in the chapter Entry to the customs area of the airport only.

Security check

Persons enjoying diplomatic privileges and immunities (diplomats/members of a foreign mission) and diplomatic mail may be inspected in accordance with the Vienna Convention on Diplomatic Relations. Such persons are obliged to respect the laws of the receiving State.

Persons enjoying diplomatic privileges and immunities (diplomats/members of a foreign mission) and their cabin baggage are not exempt from security screening.

In the interest of the protection and safety of civil aviation in the Czech Republic, the method of screening passengers and their baggage 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 and its implementing regulations, as amended, Aviation Regulation L-17, as amended, the National Civil Aviation Security Programme of the Czech Republic, as amended ("NCASP") and the Prague Airport Security Programme.

According to NCASP Part IX, Chapter 4, Section 4.1.5, persons enjoying diplomatic privileges and immunities and diplomatic mail shall be screened as follows:

1. Persons enjoying diplomatic privileges and immunities and diplomatic mail may be inspected in accordance with the Vienna Convention on Diplomatic Relations. Such persons shall be obliged to 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 the obligation to undergo security screening by X-ray equipment. If this screening finds serious grounds for believing that the diplomatic baggage contains prohibited articles from a security point of view, it cannot be admitted for carriage. If the prohibited articles are likely to pose a serious threat to the security 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 security 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 security of civil aviation, they must not be allowed to be transported and the person carrying out the security 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 1, 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.

Car parking in front of Terminals 1 and 2

Diplomats/members of a foreign mission with a vehicle with a valid diplomatic licence plate marked "CD" can only park for free if they are on a diplomatic mission. Parking may be used for the time necessary to carry out their mission (task).

Terminal 1

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

Terminal 2

- Diplomats/members of a foreign mission are allowed to park their vehicles on the First Line in the green zone adjacent to Terminal 2, which is also marked on the road with a green border.
- After passing the First Lane in front of Terminal 1, the First Lane in front of Terminal 2 follows.

If you are interested, you can park in the parking houses that are adjacent to Terminal 1 and Terminal 2. In case of using the parking houses, it is necessary to contact the Parking Unit at +420 220 114 022.

Obligations of green zone users (First Lane)

- Waiting (parking)** – waiting (parking) is permitted in places marked with a green zone for a maximum of 120 minutes. The driver of the vehicle is obliged to mark the time of the beginning of parking on the parking clock and place it visibly behind the windscreen of the vehicle.
- Certificate** – the authorised (contact) persons of individual entities (diplomatic missions, consular offices, international governmental organisations accredited in the Czech Republic, etc.) that use parking in the green zone (First Lane) are obliged to undergo the training "Rules of the Regime Area for Diplomatic Missions" conducted by the lecturers of Security Training Department. Upon completion of this training, a certificate is issued to the authorised (contact) person, which obliges him/her to conduct the training on the "Rules of the Regime Area for Diplomatic Mission" to other members of the relevant diplomatic mission who enter the green zone of First Lane from the entity where the contact person is employed. The validity of the certificate is 2 years.
- Entry card to control the gate** – the 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. The drivers are obliged to report the loss of his/her entry card immediately to the Airport Security (service entrance No. 21) or by phone to the Airport Security Dispatching Centre (DOL), tel.: 220 111 000.
- Orders** – the drivers are obliged to obey the orders of the security forces of Letiště Praha, a. s., the Customs Office and the Police of the Czech Republic, both in normal conditions and in the event of emergencies or security exercises, in particular instructions to clear the area and instructions to restrict exit from and entry to the area.
- Lists** – a current list of authorised (contact) persons is maintained in written form by the Security Administration unit in the electronic system after forms are received in advance.
- Signature authorisation** – used to establish a record of activities at Letiště Praha a. s. It also serves to identify an authorised person who can represent a given entity (diplomatic missions, consular office,

international governmental organisations accredited in the Czech Republic, etc.) 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 (contact) 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. This person receives training on “Rules of the Regime Area for Diplomatic Missions” conducted by a trainer from Security Training Department.
- **Termination of activities** – authorised (contact) persons are obliged to immediately report the termination of activities to the Security Administration and immediately 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 embassy. To renew the entry card for another calendar year, it is obligatory to ‘revalidate’ the card.

Revalidation is carried out as follows:

- Before the end of the calendar year, the Security Administration will send an electronic request to the embassy in question concerned to extend the validity of the entry card for another calendar year;
- The relevant embassy will check the status of the issued entry cards and, if the request is confirmed, validity of the entry card will be automatically extended.

If the relevant embassy does not confirm the request, the entry card cannot be made operational for the following calendar year.

Representative lounges

For check-in V.I.P. passengers, Letiště Praha, a. s., offers representative lounges located in Terminals 1 and 2. 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 <https://www.prg.aero/en/lounges-and-vip-service>.

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 check, 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.

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 Centre (DOL)

E-mail: operator.bed@prg.aero

tel.: +420 220 111 000

Letiště Praha, a. s. Parking

website: booking.prg.aero

tel.: +420 220 114 022

Customs Office in Prague

E-mail: podatelna_cu_v_praze@celnisprava.gov.cz

Tel: +420 261 331 035 (or +420 724 501 935)

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	Price without VAT (per every commenced hour)
Security Officer escort	CZK 680
Security Officer escort with a vehicle	CZK 900

Pricelist for accompanying by an employee of lounges of Prague airport is charged in accordance with the price list of Letiště Praha, a. s. (see <https://www.prg.aero/en/lounges-and-vip-service>).

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

Annex 1

Sample form 'Application for entrance for diplomatic mission to non-public area of LKPR'.

If the form is updated, its update is sent to all diplomatic missions, consular offices and international governmental organisations accredited in the Czech Republic.



JV_03_eng_version 10/2021
Application form must be submitted no later than 24 hours before!
 In the event of an emergency application form is dealt with flexibly!

APPLICATION FOR ENTRANCE FOR DIPLOMATIC MISSION TO NON-PUBLIC AREA OF LKPR

Date of entrance:			
Information about entrance: (flight number, origin/final flight destination, reason of entrance)			

DETAILS ABOUT THE PERSON/VEHICLES

Surname, first name	Date of birth	Number of diplomatic ID card / passport	Vehicle (Licence plate)
Authorized person name, signature, stamp, phone:			
Diplomatic mission/ consular post:			

STANDPOINT OF PRAGUE AIRPORT – SECURITY DEPARTMENT

Standpoint:			
Place of entry:		Temporary card:	

RECORD OF ESCORT BY A SECURITY OFFICER (GUIDE)

Beginning of escort:		End of escort:	
Officers' IDC nr. and signature:		Signature of guided person:	

Contact: Tel.: 220 111 741, e-mail: jednorazove.vstupy@prg.aero
 After 3 pm, on weekends and holidays:
 Tel.: 220 111 000, e-mail: operator.bed@prg.aero

Persons entering into non-public area of Prague Airport are required to prove an identity card, before issuing a Temporary card!
 I declare that I have been duly informed about the processing of my personal data in accordance with the provisions of Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data the processing of personal data and the free movement of such data, and the repeal of Directive 95/46 / EC (General Regulation on the protection of personal data) and that the personal data provided are accurate and true.

ATTENTION! Application form for temporary cards must be completed correctly and legibly: name, signature, stamp and telephone!
 In case that the application does not contain the required data or data will be illegible, the application will not be accepted.

www.prg.aero
1/1

Annex 2

Sample form 'Order for escort by a security officer'.

If the form is updated, the update is sent to all diplomatic missions, consular posts and international governmental organisations accredited in the Czech Republic.



Order for escort by a security officer

Provider:				Client:			
Name:		Letiště Praha, a.s.		Name:			
Registered office:		K Letišti 6/1019, 160 08 Praha 6		Registered office:			
Registration No.:		28244532	VAT No.:	CZ699003361	Registration No.:		VAT No.:
Bank details:		UniCredit Bank Czech Republic and Slovakia, a.s., account No.: 801812025/2700		Bank details:			

1) Service specification:
 I hereby specify the chargeable service of escort by an security officer according to the diplomatic guideline of Prague Airport.

2) Date of entry:

1.	☐ One-day order	Date:	
2.	☐ Year-round order to be invoiced based on actual entries.		

3) Information about persons entering Prague Airport::

	Name:	Surname	Diplomatic ID No.:
1.			
2.			
3.			
4.			

4) Price:

• Escort by a security officer:	CZK 680 excl. VAT per every commenced hour
• Escort by a security officer including a vehicle:	CZK 900 excl. VAT per every commenced hour

* The prices are provided without value added tax (VAT). VAT under legal regulations applicable as of the date of the taxable supply will be charged to the price.

5) Mailing address:

• Please specify if different from the billing address:

In _____ on: _____

Contact person:

Name:		Telephone:		Stamp and signature:	
Surname:		E-mail:			

I hereby declare to have been duly informed of my personal data processing in compliance with the provisions of Art. 13 of Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 that the information provided by me is correct and accurate.

Letiště Praha, a. s.
 K letišti 6/1019
 P.O. Box 89
 161 00 Praha 6

T +420 220 111 888
 info@prg.aero
 information@prg.aero
 www.prg.aero

Obchodní rejstřík • Commercial Register
 Městský soud v Praze oddíl B, vložka 14003
 IČ 28244532
 DIČ CZ699003361

1/1