

 **MFA 612**

**REQUEST TO APPROVE AIRPORT FACILITATION**

**BY FOREIGN DIPLOMATIC OR CONSULAR OFFICERS**

**AT WELLINGTON, AUCKLAND, CHRISTCHURCH OR QUEENSTOWN AIRPORT**

*The purpose of this form is to notify Wellington, Auckland, Christchurch or Queenstown airport agencies of the presence at the airport of foreign diplomatic/consular officers to greet/farewell official visitors.*

*This form must be completed and emailed* ***at least three working days*** *in advance of the facilitation, to Protocol Division, Ministry of Foreign Affairs and Trade, Wellington:* *protocol@mfat.govt.nz**.*

**1. NAME OF MISSION/POST:**

.............…………………………………........................................................................................

Email address for reply: ..…………………..……………………………………………………

**2. NAME AND TITLE OF OFFICER/S GREETING OR FAREWELLING:**

 *[Maximum of two diplomatic/consular officers]*

(a) …………………………………………………………………………………………………................

(b) .....................................................................................................................................................

*Each officer must carry an Airport Identity Card issued by Aviation Security; a copy of the approved MFA612 form; and*

*a diplomatic/consular identity card issued by MFAT.* ***Please note: food, flowers and other biosecurity-risk goods***

***are not permitted in the secure area; bags and handbags taken into the area by an officer will be scanned.***

**3. VISITOR/S NAME AND OFFICIAL TITLE:** *[If more than three visitors please attach a list]*

(a) **..................................................................... ………………………….………………………….**

 *(Name) (Title)*

(b) **..................................................................... ……………………….…………………………….**

 *(Name) (Title)*

(c) **..................................................................... …………………….……………………………….**

 *(Name) (Title)*

**4. TRAVEL DETAILS:**

Arriving at International Airport: ……………....................................................

Arrival Day and Date: ……………...................................... Flight No: ………… Time: …………….

Departing at International Airport: ……………....................................................

Departure Day and Date: ........................................……... Flight No: ............. Time: ..................

 **PROTOCOL DIVISION AUTHORISATION:**

 Signature of Authorising Officer: .................................................. MFAT Seal:

 Date: .................................................

*Aug-23*