

24. International Airport Facilitation for Official Visitors

Diplomatic Missions and Consular Posts should contact Protocol Division when seeking approval to facilitate official visitors at New Zealand's international airports.

24.1 International Airport Access

Diplomatic/consular staff who are required to meet official visitors arriving on international flights may be authorised to access the secure areas of the international terminals at Auckland, Wellington, Christchurch or Queenstown. Authorisation will only be granted for official purposes when a diplomat and his family arrive for the first time in New Zealand, or depart New Zealand at the end of a posting, Protocol Division considers this an official visit.

Access to secure areas of New Zealand international airport terminals is restricted in compliance with NZ Civil Aviation Rules and international airport security requirements. Access on board an aircraft is not permitted under any circumstances.

Diplomatic/consular staff who are approved to meet an official visitor within the secure area of the airport are not permitted to take in food, flowers and other biosecurity risk goods. In this regard, it is advisable to not carry handbags/bags into the border control area.

24.2 International Airport Facilitation

Requests to facilitate official visitors at the airport should be submitted to Protocol Division on an MFA 612 form "Request to Approve Airport Access by Foreign Diplomatic or Consular Officers" at least three full working days in advance of arrival so that the relevant airport authorities can be advised. The request is to enable up to two diplomatic/consular staff members only access to secure areas of the airport to meet and farewell official visitors. This is a privilege – if less than three full working days' notice is given, requests may not be approved. A copy of the approved form will be sent back to the mission or post.

When greeting official visitors, authorised diplomatic/consular staff should proceed to the following areas at Auckland, Wellington, Christchurch, or Queenstown airports. The approved airport facilitation form, diplomatic/consular ID card and clearly-visible airport identity card (see 24.3 below), should be carried at all times and produced on request.

Auckland: Authorised staff should proceed to the departure point and make themselves known to the airport officials (known as 'Red Coats').

Wellington: Authorised staff should proceed to the international arrivals area and use the telephone at the door to gain access. Staff should make themselves known to the airport officials and then proceed to the primary line at the immigration processing desks, and make themselves known to the Customs/Immigration duty officer.

Christchurch: Authorised staff should proceed to the departure point and make themselves known to the airport officials.

Queenstown: Contact Protocol Division regarding access to Queenstown Airport.

24.3 Airport Identity Cards

The New Zealand Aviation Security Service (AVSEC) has implemented an airport photo identity card system to enable access into the secure areas of the international airports in New Zealand. All diplomatic and consular staff wishing to enter the secure area of an airport will need to obtain an individualised photo airport identity card (AIC).

AIC holders must only enter airside for work purposes. This does not include greeting or farewelling family members or friends.

An AIC must be clearly displayed on the front of an outer garment at all times while in the border controlled areas of the airports. MFAT-issued identity cards and the MFA 612 form must be on the individual's person.

To apply for an AIC the diplomatic mission or consular post must first register as an organisation with AVSEC directly. AVSEC will assist missions and posts to become registered organisations via an online system.

[Permanent airport identity cards | aviation.govt.nz](#)

As part of the process the mission/post will be asked to identify a least one person who will coordinate AIC applications for any or all of its accredited diplomatic and consular staff. There is no restriction on the number of cards per mission/post, but applicants must hold an MFAT-issued identity card.

A fee is charged by Aviation Security per card issued. The card is valid for three years. It is the responsibility of the mission/post administration to ensure cards are returned to AVSEC at the end of a staff member's posting.

24.4 Airport Identity Cards – Honorary Consuls

Honorary Consuls are not eligible for airport identity cards that are issued to the missions and posts. Instead, Honorary Consuls who are required to meet official visitors from the sending state can apply for a permanent airport identity card after going through a vetting process. A fee is charged by Aviation Security - the card is valid for three years. Honorary Consuls wishing to apply for this card can do so directly with the Aviation Security Service via their website www.avsec.govt.nz/sector/industry/aic/.

Honorary Consuls who do not have a permanent airport identity card can apply for a temporary card, however they must always be accompanied by a permanent card holder throughout the secure area of the airport. Information regarding temporary airport identity cards is on the Aviation Security Service's website www.avsec.govt.nz/sector/industry/aic/.

24.5 Airport Parking Facilities

Wellington

Special parking facilities (two carparks) are provided at Wellington International Airport for Missions' DC and FC registered vehicles to use when diplomats are meeting official visitors. These carparks are not available for private purposes. These carparks are for short-term use only (60 minutes).

Missions are required to comply with the airport company regulations at all times while parking at and transiting through these areas. Missions are not permitted to park or drive through the taxi lane on the ground level. Members of the corps are required to pay the standard parking fees when using the public car parking facilities.

Auckland

Special parking facilities (two carparks) are provided at Auckland International Airport for Consular Posts' CC registered vehicles to use when Consular officers are meeting official visitors. The special facilities are not available for private purposes. These carparks are for short-term use only (60 minutes).

Members of the Consular Corps are required to pay the standard parking fees when using the public car parking facilities. Consular Posts are required to comply with the airport company regulations at all times while parked in and transiting through these areas.

Christchurch

There are no special airport parking facilities available in Christchurch.

25. Diplomatic Bags and Couriers

The New Zealand Government attaches importance to the full observance of Article 27 of the VCDR and Article 35 of the VCCR covering communications, diplomatic/consular bags and diplomatic/consular couriers. Protocol Division is at all times willing to discuss with missions and posts any problems that may arise in this area.

25.1 Diplomatic Bags

In order to ensure that diplomatic bags are not opened or detained, the items constituting the diplomatic bag must be sealed, clearly marked as a diplomatic bag, and marked with an identification number or mark corresponding to that stated in the official document. All other mails and parcels addressed to the Missions/Posts and/or diplomatic/consular officers will be regarded as 'normal' mail.

If on inspection of the document there are any reasonable grounds for doubting the identity of the courier or legality of the contents of the diplomatic bag, it may be subjected to x-ray checks. If there are serious grounds to believe that a consular bag contains something other than the official correspondence, the New Zealand border authorities may request that the bag be opened in the presence of an authorised representative of the Post, or return the bag to its place of origin.

Any use of a diplomatic/consular bag or courier to import or export firearms, narcotic drugs or other items which would contravene New Zealand laws, would be regarded with the utmost seriousness.

Missions and posts are reminded of Article 41(1) of the VCDR and Article 55(1) of the VCCR on their obligation to comply with customs and quarantine requirements relating to the import and export of certain animals, plants and goods.

25.2 Tarmac Access

A mission or post should contact Protocol Division when seeking tarmac access using MFA612 in the first instance. Protocol Division will liaise with the Aviation Security Service and the mission/post on arrangements for tarmac access. Staff involved in this duty must comply with airport safety requirements at all times. High-visibility vests must be worn by all persons on the tarmac. These may be purchased from safety equipment suppliers.

25.3 Diplomatic Couriers

The correct and expeditious movement of diplomatic couriers and bags will be facilitated if they have proper identification and documentation. In accordance with aviation security requirements, couriers and their personal baggage are subject to normal security screening procedures.

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