

## 25. 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.

### 25.1 International Airport Access

Diplomatic/consular staff resident in New Zealand 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. Access to the border secure areas of New Zealand international airport terminals is restricted in compliance with New Zealand Civil Aviation Rules and international airport security requirements. Access on board an aircraft is not permitted under any circumstances.

Approval will be given for diplomatic/consular staff to facilitate their visitors who are entering New Zealand for official business purposes. Official purposes includes the first-time arrival of a diplomat and their family in New Zealand and final departure from New Zealand at the end of a posting.

Under New Zealand immigration law, visitors en route to another country temporarily in the transit area in Auckland, have not entered New Zealand. The transit area is a Customs-controlled, airside security area and it is therefore not possible for diplomatic/consular staff to enter this area to meet visitors. Visitors must clear immigration and customs (i.e. enter New Zealand) for diplomatic/consular staff to meet with them.

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.

### 25.2 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. When approved, a copy of the airport form will be sent back to the mission or post. If less than three full working days' notice is given, requests may not be approved.

Diplomatic/consular staff members can only facilitate a visit if they hold a permanent Airport Identity Card (AIC). Staff holding a temporary AIC may facilitate only if accompanied by a permanent AIC holder (see para 25.3). 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: For arriving international passengers, authorised staff should enter the international terminal via door 7 and take lift 3 to the mezzanine level, where a Customs officer can be contacted to escort authorised staff to the arrivals passport control area. For departing international passengers, authorised staff should proceed through passport control and Aviation Security Screening via the regular passenger pathways.

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.

### **25.3 Airport Identity Cards**

The New Zealand Aviation Security Service (Avsec) operates 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.

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 also 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 will be issued to the expiry date of the diplomatic, consular or official visa. 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. Avsec have asked that cards are returned by courier to their Auckland office: AIC Cards, CAA Base, 6 Cyril Kay Road, Auckland 2022.

### **25.4 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 AIC 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/](http://www.avsec.govt.nz/sector/industry/aic/).

Honorary Consuls who do not have a permanent AIC 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/](http://www.avsec.govt.nz/sector/industry/aic/).

## 25.5 Domestic Flights

Facilitation approval is not required for domestic flights and the greeting or farewelling of visitors at domestic arrival or departure terminals can take place in the public areas.

## 25.6 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.