



# **U.S. Mission to the United Nations**

## ***“AIRPORT COURTESIES”***

### **Briefing Book**

# ***“Courtesies Of The Port”***

**(Arrival Requests)**

# ***“Courtesies Of The Port”***

**(Arrival Requests)**

## ***“Definition”***

“Courtesies of the Port” refers to the procedure by which certain designated persons may be entitled to expedited inspection procedures and have their personal effects enter the U.S. duty-free at their *first port of entry*. The U.S. Department of State’s, Office of the Chief of Protocol, arranges with the Customs and Border Patrol for this Airport Courtesy.

## ***“Who is eligible?”***

Heads of State \*

Members of Parliament

Heads of Government \*

Governors and Mayors

Cabinet Officers\*

Chiefs of Mission

Deputy Cabinet Officers\*

High-Ranking Military  
Officers

Immediate Members of Royal  
Families

High-Ranking Officials  
as designated by Chief  
of Protocol

\*(and their traveling parties)

## ***“Courtesies of the Port”*** **(Arrival Request)**

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov**  
(See U.S. Mission web-site attachment)
- Request forms must be sent in by e-mail – Faxes cannot be processed
- Request forms must be e-mailed to: **usunairportarrivals@state.gov**
- Request forms must be submitted two (2) business days prior to the dignitary’s arrival and three (3) business days if the dignitary has an armed security detail or requires a U.S. armed security detail
- Please **do not** send a duplicate request form to the State Department (Protocol). Multiple requests for the same dignitary only results in confusion and delays the processing your request.
- Request forms must be sent through U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies
- Missions will be notified directly about protection requests by:  
    U.S. Security Service      Diplomatic Security Service

**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM**

The Mission of \_\_\_\_\_ presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

1. Name \_\_\_\_\_

(FIRST) (LAST)

2. Title: \_\_\_\_\_

**3. FIRST Port of Entry into the United States:**

a. Commercial Air Carrier Name and Flight #:	b. Arrival date:	c. Arrival time: (am or pm)
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I. For Special (Private) Flights: (fill in II-VI)	II. Type of Aircraft (Make/Model):
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III. Tail #:	IV. Call Sign:	V. Arrival date:	VI. Arrival time: (am or pm)
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**4. Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign Ministers-ONLY)**

a. Commercial Air Carrier or Private:	b. Arrival date:	c. Arrival time: (am or pm)
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**5. Over Flight Clearance Notification for Private Aircraft:** *Please contact the U.S. Department of State Office of International Security and Peacekeeping Operations for flight clearance into U.S. airports and for over flight relocation requirements. Advance notification of 72 hours is required. (Mr. Scott Paige/Mr. Alf Cooley)*  
  
*Tel. (202) 736-7158, Fax (202) 647-4055)*

**6. Security and Protection:**

For Chiefs of State/Heads of Government: Will you request U.S. Government Security Protection from U.S. Secret Service?  YES  NO

For Foreign Ministers: Will you request U.S. Government Security Protection from State Department Diplomatic Security Service?  YES  NO

**7. Greeters:**

*Per U.S. Government regulations, there is a maximum of two (2) greeters allowed in the Government inspection area for all arrivals.*

a. Name:	Title: _____
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b. Name:	Title: _____
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**8. Embassy Travel/Document Coordinator:** (For passports, visas, I-94 Forms, Customs and Border Protection Declarations, and baggage stubs):

a. Name/Title:	b. Tel:	c. Fax:
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**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM**

**9. Armed Security: *If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.***

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer:

<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>



**UNITED STATES OFFICE OF PROTOCOL  
DEPARTMENT OF STATE  
EXPEDITED PORT CLEARANCE  
REQUEST FORM**

**11. DEPARTURE INFORMATION** (Chief of State/Head of Government or Cabinet Ranked member ONLY): *Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security screeners at commercial airports)*

**1. Name:**

(FIRST) (LAST)

**2. Title:**

**3. Departure Port from the United States:**

**a. Commercial Air Carrier Name and Flight #:**

**b. Departure date:**

**c. Departure time: (am or pm)**

**I. For Special (Private) Flights:  
(Fill in II-VI)**

**II. Type of Aircraft (Make/Model):**

**III. Tail #:**

**IV. Call Sign:**

**V. Departure date:**

**VI. Departure time: (am or pm)**

EMAIL TO [USUNAIRPORTARRIVALS@STATE.GOV](mailto:USUNAIRPORTARRIVALS@STATE.GOV)

# “Escort Screening Courtesies”

(Departure Requests)

# “Escort Screening Courtesies”

## (Departure Request)

### *“Definition”*

The “Escort Screening Courtesies” Program provides for an Escort Officer to be assigned by the U.S. Department of State to accompany an approved cabinet-level foreign official, spouse and children (under 12 years of age), traveling the same itinerary, through the airport departure security process in an expedited fashion. This courtesy **DOES NOT** circumvent the requirement for the official or family member to undergo security screening prior to boarding an aircraft.

### *“Who is eligible?”*

Only Ministers of Cabinet Rank are eligible for “Escort Screening Courtesies” upon departure. The term “Minister” is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

## **“Escort Screening Courtesies” (Departure Request)**

- Request forms are available on the U.S. Mission to the United Nations web-site at: [www.usun.state.gov](http://www.usun.state.gov) (See U.S. Mission web-site attachment)
- Request forms must be sent via e-mail – FAX and PDF format cannot be processed
- Request forms must be e-mailed three (3) business days prior to the dignitary’s departure
- Notifications must be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to: [airportescorts@state.gov](mailto:airportescorts@state.gov)
- Please **do not** send a duplicate request form to the State Department (Protocol). Multiple requests for the same dignitary only results in confusion and delays the processing your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them
- Dignitaries departing on diplomatic (special) aircraft **cannot** be afforded “Escort Screening Courtesies”



## U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO [airportescorts@state.gov](mailto:airportescorts@state.gov). PLEASE DIRECT QUESTIONS TO 212-415-4037.

<b>Date of Request:</b> ----      ---- <div style="text-align: center; border-top: 1px solid black; padding-top: 2px;">             month/day/year  <small>(Example: January 30, 2004)</small> </div>	<b>Passport Nationality:</b> _____ <b>Passport Number:</b> _____
<b>Full Name of Traveler:</b> _____ <b>Official Title:</b> _____	
<b>Date of Birth:</b> ---- <div style="text-align: center; border-top: 1px solid black; padding-top: 2px;">             month/day/year  <small>(Example: January 30, 2004)</small> </div>	<b>Country of Birth:</b> _____ <b>City of Birth:</b> _____
<b>Point of Contact:*</b>	
<b>Organization:</b>	
<b>Telephone &amp; Fax Numbers:</b>	<b>Phone:</b> <b>Extension:</b> <b>Fax:</b>
<b>After Hours Telephone Number(s):</b>	
<b>E-Mail Address for Confirmation:</b>	

### FLIGHT ITINERARY

	<b>If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.</b>		
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

\* The name of the Mission's point of contact must appear on the form or the request will not be processed.

**Itinerary continues on next page:**     **Yes**                       **No**



**U.S. DEPARTMENT OF STATE  
REQUEST FOR ESCORT SCREENING COURTESIES**

<b>Full Name of Traveler:</b>
<b>Official Title:</b>
<b>Nationality:</b>

**FLIGHT ITINERARY CONTINUATION**

	<b>If traveling from or to DC or NY, choose Airport from drop-down list (click on the “Airport” box); otherwise, please type name of Airport in shaded box.</b>		
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----      ----	:      Time <input type="checkbox"/> am <input type="checkbox"/> pm

# **“Overflight And Landing Clearances”**

**(Diplomatic “special” Aircraft)**

# **“Overflight And Landing Clearances”**

## **(Diplomatic “special” Aircraft)**

### ***Definition***

Overflight and Landing Clearances is a request to the U.S. Government to allow a foreign state owned or chartered aircraft, usually carrying a government official, to enter into or overfly U.S. airspace and/or land at a U.S. airport.

### ***“Who needs to file for diplomatic aircraft clearance?”***

- All foreign government flights involving military, government or state owned aircraft or aircraft chartered to carry a government official must have a Diplomatic Clearance Number (DCN) issued by the U.S. Department of State, prior to entering U.S. airspace.
- The DCN authorizes an aircraft to transit, fly over and/or land in the United States and/or its territories, including all civilian and military airports.
- These procedures do not apply to foreign dignitaries arriving on commercial aircraft.

### ***“How to file for clearance?”***

- Please use the Diplomatic Clearance Application System (DCAS). This web-based tool located on the internet, is the required method of making requests.
- Permanent Missions lacking an Embassy in Washington, D.C. or countries not having a DCAS account due to their ***extremely low*** volume of flights, may send clearance requests via e-mail attachments or fax.
- Request forms are available on line at: **www.usun.state.gov** (See **U.S. Mission web-site attachment**)
- On the USUN home page, click on “Airport Courtesies” and under “Overflight and Landing Clearances” click on the request form.
- Non-DCAS missions or missions without an embassy in Washington, D.C. may e-mail request forms to: **betheard@state.gov** or fax to: 202-647-4055.

### ***“When to file for diplomatic aircraft clearance?”***

- All clearance requests for “Diplomatic (special) Flights” must be submitted three (3) business days (Monday – Friday) prior to entering U.S. air space.
- All amended requests must also be submitted three (3) business days (Monday – Friday) prior to entering U.S. air space.
- Exceptions to the three (3) business day rule:
  - Emergencies of an urgent medical nature, humanitarian, and disaster assistance
  - Short Notice Official Business (provide a brief description of the nature of the official business, to include the name of the key dignitaries and location of the meeting).

### ***Who should submit DCAS requests? (Embassy or Mission)***

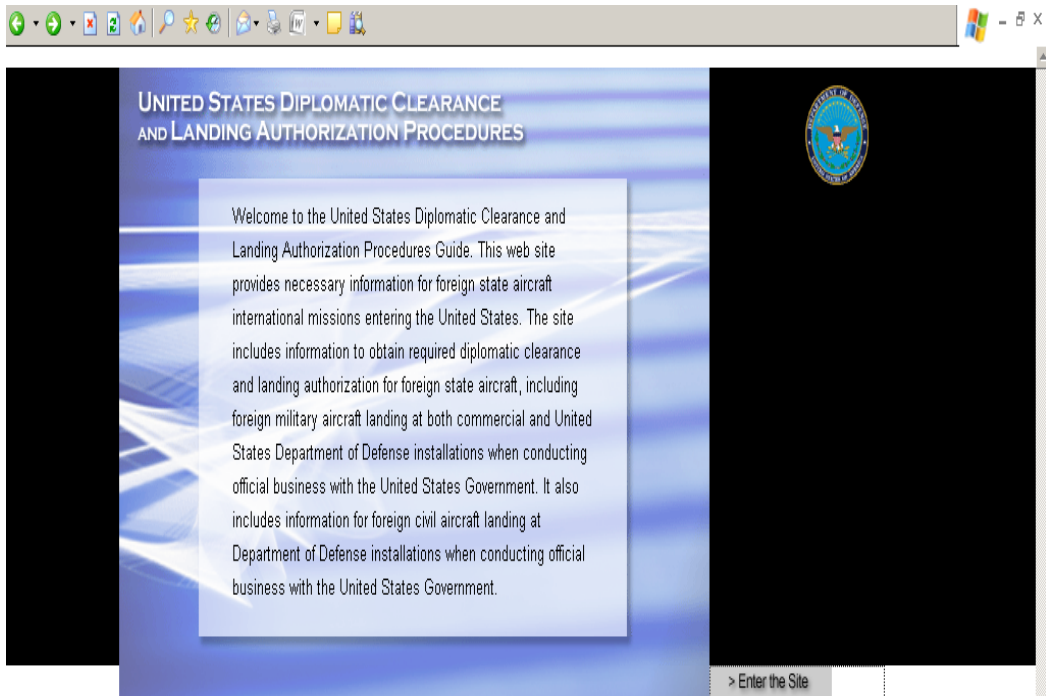
- Missions should have their Washington Embassies file all DCAS requests electronically.
- This is especially true during high-volume periods like the UNGA.
- After reviewing your request, the DCAS Administrator will electronically send an approval message back to your Embassy via the DCAS system.
- Your Embassy can then inform you of the approval.
- Please avoid sending duplicate request forms to both the U.S. Mission and State Department. Multiple requests for the same flight only results in confusion and delays the processing your request.

### ***“What are Port Authority of NY & NJ aircraft parking limitations?”***

- Kennedy, Newark, LaGuardia and Teterboro Airports all have a three (3) hour standing limit for “Diplomatic (special) Flight” aircraft.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location within this three (3) hour window.
- This is strictly enforced by all four airport authorities.

# “Overflight And Landing Clearances”

*Where to get additional information?*



Address comments or questions concerning this website to [EFCG@saic.com](mailto:EFCG@saic.com)

<http://useg.org/useg.html>

# “Overflight And Landing Clearances”



**U.S. DEPARTMENT OF STATE** **DIPLOMATIC CLEARANCE APPLICATION SYSTEM** 

July 17, 2009    [Login](#)    [Contact Us](#)    [Request Account](#)

## USER AGREEMENT

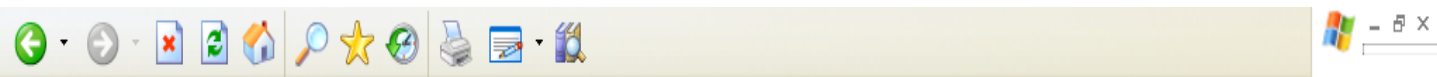
I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

For more information on requirements for foreign state aircraft entering the United States, please visit [The United States Entry Guide](#).

<https://dcas.state.gov>

# “Overflight And Landing Clearance”



[\[Up to DCAS-M\]](#)

U.S. DEPARTMENT OF STATE **DIPLOMATIC CLEARANCE APPLICATION SYSTEM**  
**REQUEST FOR DIPLOMATIC AVIATION CLEARANCE**

July 20, 2009	<a href="#">Applications</a>	<a href="#">Search</a>	<a href="#">Admin</a>	<a href="#">Profile</a>	<a href="#">Resources</a>	<a href="#">Help</a>	<a href="#">Logout</a>
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Logged in as: Rodney Bethea - [betheard@state.gov](mailto:betheard@state.gov)

## APPLICATION SUMMARY

[\[Submit Application\]](#) [\[Edit Application\]](#) [\[Delete Application\]](#)

[\[Export to Word\]](#)

\*For Bona Fide Emergency situations after normal working hours, weekends, or holidays, please call (202) 647-9000.

APPLICATION INFORMATION				
<b>DCN:</b>	N/A			
<b>Status:</b>	Draft Application			
<b>Date Submitted:</b>	20 Jul 2009 16:45 (GMT)			
<b>Created By:</b>	Rodney Bethea			
<b>Last Modified:</b>	20 Jul 2009 16:53 (GMT)			
<b>Updated By:</b>	Rodney Bethea			
CONTACT INFORMATION				
<b>Name:</b>	Rodney Bethea			
<b>Organization:</b>	U.S. State Dept			
<b>Title/Position:</b>	DCAS Administrator			
<b>Address:</b>	2201 C. St N.W., Washington, DC, 20520, United States			
<b>Telephone:</b>	202-736-7158			
<b>Alternative Telephone:</b>	(202) 369-6532			
<b>Fax:</b>	202-647-4055			
<b>E-mail:</b>	<a href="mailto:betheard@state.gov">betheard@state.gov</a>			
<b>Alternative E-mail:</b>	<a href="mailto:betheard@yahoo.com">betheard@yahoo.com</a>			
FLIGHT				
<b>VIP Names:</b>				
<b>Purpose:</b>	Transport VIP to the 64th UNGA Meeting in New York City			
<b>Comments:</b>				
MILITARY LANDING AUTHORIZATION NUMBER				
<b>ALAN/ NALAN/ AALAN:</b>				
PRIOR PERMISSION REQUEST (PPR)				
Country	Airport	Arrival	Departure	PPR

## OVERFLIGHT AND LANDING CLEARANCE FAX FORM

For non-DCAS users, submit the following information to:

PM/ISO, ATTN.: Diplomatic Aircraft Clearance Section

Email: [Betheard@state.gov](mailto:Betheard@state.gov)    Voice (202) 736-7158    FAX # (202) 647-4055

1. COUNTRY \_\_\_\_\_
2. AIRCRAFT(MAKE/MODEL) \_\_\_\_\_
3. CALL SIGN \_\_\_\_\_
4. AIRCRAFT TAIL# \_\_\_\_\_
5. 1<sup>ST</sup> PARKING AIRPORT \_\_\_\_\_
6. DATE OF ARRIVAL IN US \_\_\_\_\_ TIME \_\_\_\_\_
7. DATE OF DEPARTURE FROM US \_\_\_\_\_ TIME \_\_\_\_\_
8. PILOT'S NAME \_\_\_\_\_ NUMBER OF CREW \_\_\_\_\_
- WEAPONS (TYPE, SERIAL #'S) \_\_\_\_\_ NUMBER OF PASSENGERS \_\_\_\_\_
- WEAPONS (TYPE, SERIAL #'S) \_\_\_\_\_
9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) \_\_\_\_\_
10. PURPOSE OF FLIGHT: \_\_\_\_\_
11. FOR *VIP*, NAME OF PERSON/POSITION: \_\_\_\_\_
12. EN ROUTE DATA: \_\_\_\_\_

<u>PLACE/AIRPORT/ICAO</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

- |                            |                          |
|----------------------------|--------------------------|
| 13. EMBASSY CONTACT: _____ | 14. BLANKET ALAN _____   |
| 13A. TELEPHONE: _____      | 14A. BLANKET NALAN _____ |
| 13B. FAX: _____            | 14B. BLANKET AAF _____   |
|                            | 14C. CIVILIAN AP _____   |

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Department of State USE ONLY

ENTRY # _____	DCN# _____	APPROVED: YES/NO
DATE REQUEST RECEIVED _____		VIOLATION: YES/NO

# **“John F. Kennedy and Newark Liberty International Airports”**

## **Motorcade and Parking**

# **“John F. Kennedy and Newark Liberty International Airports”**

## ***“Escorting Arriving Or Departing Dignitaries on Commercial Flights”***

- Arrive early and contact the airline’s Passenger Service Representative (PSR) and Customs and Border Patrol (CBP) supervisor on duty on arrivals and Transportation Security Administration (TSA) supervisor on departure.
- Remember that ***only two*** (2) mission officials may enter the arrivals and/or departure area as per U.S. government regulation.
- Carry your State Department or U.N. ID card to show to CBP and/or TSA supervisor.
- Ensure that the arriving dignitaries have their passport and visas available for review and that their I-94 (arrival/departure) card has been completed.
- Advise the airlines PSR early of any special needs i.e. wheelchairs, luggage carts, etc. CBP and TSA cannot assist with missing luggage, luggage carts, luggage handlers, etc.
- Always follow the instructions of the CBP and/or TSA supervisor about what is permitted in the arrivals area i.e. the use of cameras, cell phones, or other recording devices.

## ***“Diplomatic (special) Flights”***

- Ensure that any special aircraft arriving in the U.S. comply with weight and noise abatement requirements.
- Inform the ground handling company of any aircraft requirement such as: an external power supply, stairs, baggage carts or other special equipment prior to landing.
- Inform Port Authority Operations of the need for a “Follow Me” vehicle to lead aircraft from the taxiway to the parking site.
- Remember that arriving “special” aircraft must disembark all passengers and complete service within three (3) hours and then must relocate to another location.
- Overnight parking of aircraft at JFK and/or Newark is not permitted.
- Always follow the instructions of any security officers regarding security restrictions i.e. the use of cameras, cell phones, or other recording devices.

# **“John F. Kennedy and Newark Liberty International Airports”**

## ***Motorcades***

- The Port Authority Police Department (PAPD) is responsible for the movement of all motorcades at JFK and Newark airports.
- Motorcade staging for both commercial and special flights form two (2) hours before the scheduled arrival time of the aircraft.
- Motorcade staging at JFK is at Building 89 (see map).
- Motorcade staging at Newark is at Building 1 on Conrad Rd. (see map).
- Once formed, motorcade vehicles may not move without PAPD direction.
- Motorcades are limited in length to fifteen (15) vehicles, including the dignitary’s limousine and all security vehicles.
- The use of vans and busses is recommended to minimize the length of motorcades.
- Motorcades will move to the appropriate arrival area twenty (20) minutes prior to the scheduled arrival time.
- Requests for motorcades performing planeside meets will be determined on a case by case basis as required by security conditions, special needs, etc.
- Planeside meets will only allow a limited number of vehicles on the ramp. All remaining motorcade vehicles will remain at a predetermined location.
- Motorcades traveling to JFK Airport for a dignitary’s departure will be met by PAPD at Federal Circle and be lead into JFK Airport. (See map)
- Motorcades traveling to Newark Airport for a dignitary’s departure will be met by PAPD at Exit 14 on the New Jersey Turnpike. (See map)
- Mission vehicle drivers in the motorcade must remain with their vehicles at all times unless directed otherwise by U.S. security personnel.

# **“John F. Kennedy and Newark Liberty International Airports”**

## *Diplomatic Parking*

- Diplomatic vehicles displaying U.S. State Department license plates may park at JFK and Newark Airport parking facilities at no charge.
- Parking by diplomatic vehicles is limited to 24 hours or less.
- Diplomatic vehicle drivers do not need to have U.S. State Department drivers licenses to park in JFK parking facilities.
- Report any attempts to charge diplomatic vehicles for parking to the parking facility manager.

# “John F. Kennedy International Airport”

## Directions to Building 89

For Southbound Van Wyck Expy (I-678) from Long Island Expy

1. Take I-678 S/Van Wyck Expy South
2. Take Exit 1E on the left for NY-27/Belt Parkway
3. Take Exit 1 to merge onto Nassau Expy/NY-878
4. Take the ramp onto JFK Expy
5. Take exit B toward Cargo Area
6. Turn right at the Stop Sign onto 148 Street
7. Turn left at the traffic light onto 150 Avenue. Follow signs to the lot.



# “Newark Liberty International Airport”

Motorcade staging area is at Building 1 off Conrad Road.

Departing motorcades are met by PAPD at Exit 14 of the New Jersey Turnpike.



U.S. Mission Web-Site

**[www.usun.state.gov](http://www.usun.state.gov)**

September 2, 2009

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## Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive administrative department or agency of that government."

### COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at major U.S. airports. If authorized, a special lane moves "high ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). This "Courtesies of The Port" form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

### [Courtesies Of The Port Request Form](#)

### ESCORT SCREENING COURTESIES



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### COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at major U.S. airports. If authorized, a special "Courtesy of the Port" form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

### [Courtesies Of The Port Request Form](#)

### ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports. For "Ministerial or Cabinet" rank officials (2), the courtesy does not circumvent the security process but provides for a special lane to move dignitaries.

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### **ESCORT SCREENING COURTESIES**

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports to "Ministerial or Cabinet" rank officials (2), the courtesy does not circumvent the security process but provides for a special lane to move dignitaries through the process without waiting in the general security line. This "Escort Screening Courtesies" form must be submitted at least two (3) business days prior to departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilities accompanied by detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot request "Escort Screening Courtesies". For assistance contact: 212-415-4037

[Escort Screening Courtesies Request Form](#)

### **OVERFLIGHT AND LANDING CLEARANCES**

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington. For assistance contact: 202-736-7158.

[Overflight and Landing Clearance Request Form](#)

1 Head of State, \* Head of Government, \* Cabinet Officers,\* Deputy Cabinet Officers,\* Members of Parliament, Governors and Mayors, Chiefs of Mission, High-Ranking Military Officers, Immediate Members of Royal Families and High-Ranking Officials as designated by Chief of Protocol.  
\*(and their traveling parties)

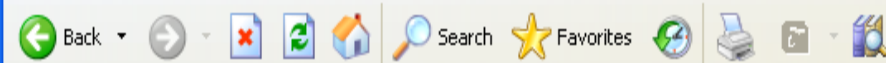
2 Ministerial or Cabinet rank is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

3 A Diplomatic "special" Aircraft is defined as a military, government or state owned aircraft or aircraft chartered by a foreign country or organization to carry a government official or dignitary.

### **INSTRUCTIONS FOR COMPLETING REQUEST FORMS**

- Click on the appropriate Airport Courtesy required: "Courtesies of the Port," "Escort Screening Courtesies" or "OverFlight and Landing Clearance" link.
- Fill out the appropriate form ensuring that all information is accurate and complete.
- For "Courtesies of the Port", save the form as a "Word Doc" (yourcountry.doc) and e-mailed as an attachment to: [usunairportarrivals@state.gov](mailto:usunairportarrivals@state.gov)
- For "Escort Screening Courtesies", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: [airportescorts@state.gov](mailto:airportescorts@state.gov)
- For "OverFlight and Landing Clearances", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: [betheard@state.gov](mailto:betheard@state.gov) or fax to: 202-647-4055 (For non-DCAS account holders)

If your return e-mail does not automatically open upon "clicking" on the above link, copy the address line, open a new e-mail, paste the address line into the "to" field and send the completed form as an attachment.



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- Fill out the appropriate form ensuring that all information is accurate and complete.
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- For "Escort Screening Courtesies", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: [airportescorts@state.gov](mailto:airportescorts@state.gov)
- For "OverFlight and Landing Clearances", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: [betheard@state.gov](mailto:betheard@state.gov) or print fax to: 202-647-4055 (For non-DCAS account holders)

If your return e-mail does not automatically open upon "clicking" on the above link, copy the address line, open a new e-mail, paste the address line into the send the completed form as an attachment.

Please ensure that all the requested information on the forms is complete and accurate. Incomplete or inaccurate information will delay the processing of yo

"Courtesies of the Port" and "Escort Screening Courtesies" forms should be e-mailed to the U.S. Mission at their respective e-mail addresses, Monday thru 9:00 AM to 4:00 PM and Fridays from 9:00 AM to 3:00 PM. "Overflight and Landing Clearances" forms should be e-mailed or faxed (For non-DCAS account h thru Friday from 9:00 AM to 4:00 PM.

To submit any of the three Airport Courtesy request forms on a weekend, holiday or after hours, contact the "Protocol Duty Officer" through the U.S. Department (Operations Center) at: 202-647-1512.

### CONTACT INFORMATION

For arrival "Courtesies of the Port" assistance. Call: 212-415-4407

For departure "Escort Screening Courtesies" assistance. Call: 212-415-4037

For aircraft "Overflight and Landing Clearances" assistance. Call: 202-736-7158

### BRIEFING BOOK

Please "click" on the link below to download a copy of the "Airport Courtesies" Briefing Book. This document covers all aspects of "Airport Courtesies" to in for "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Clearances" for diplomatic (special) aircraft a United States.

["Airport Courtesies" Briefing Book](#)