

คู่มือการให้บริการประสานงานขอ Diplomatic Flight Clearances
สำหรับผู้ขอรับบริการ
(PROCEDURE for Requesting Diplomatic Flight Clearance)

**Notice to all Diplomatic Missions, Consular Representatives and International Organizations (DCIOs) in Bangkok for requesting Diplomatic Flight Clearance to overflight and land in the territory of the Kingdom of Thailand.

☛ 1) The Embassy submits a Note Verbale requesting the diplomatic flight clearance, including its confirmed itinerary to the relevant geographical departments (Department of European Affairs/Department of American and South Pacific Affairs/Department of East Asian Affairs/ Department of South Asian, Middle East and African Affairs) at least **fourteen (14) working days prior** to the proposed date of entry into/arrival in Thailand's airspace.

☛ 2) The concerned geographical department conveys the flight clearance request to the Thai authority concerned (RTAF Military Aviation/The Civil Aviation Authority of Thailand) to issue flight clearance number. **(Period: within 2 working days)**

☛ 3) The relevant department will inform the Embassy of the flight clearance number in due course. Should there be a flight delay of more than 72 hours, the application must be resubmitted.

(Notification period: within 3 working days prior to the overflight or landing date)

☛ 4) Should there be any change in the flight schedule, the Embassy is requested to inform the Ministry at **the earliest opportunity** to ensure that a new flight clearance number is issued in a timely manner. **(Period: 2 working days)**

Remarks: The Ministry will only process duly-submitted requests. Most importantly, it is necessary that the Ministry receives timely advance notification of the arrival/ departure of the aircraft to ensure that permission for the overflight is granted appropriately.

The Embassy is required to submit the support documents as following:

1. Certificate of Registration
2. Certificate of Airworthiness
3. Aircraft Insurance
4. Aircraft Operation Specification
5. Dangerous Goods Shipper's Declaration
6. Airway Bills

CONTACT US : DEPARTMENT OF SOUTH ASIAN, MIDDLE EAST AND AFRICAN AFFAIRS

TEL.: 0-2643-5000 EXT.12015

FAX: 0-2643-5054

E-MAIL : FLIGHT.CLEARANCES.SAMEAF@GMAIL.COM

ระเบียบที่เกี่ยวข้อง : กฎกระทรวงแบ่งส่วนราชการ กรมเอเชียใต้ตะวันออกกลางและแอฟริกา กระทรวงการต่างประเทศ พ.ศ. 2558 ข้อ 2 (3) ข้อ 5 และ ข้อ 6 (3) และ (4)