



DEPARTMENT OF AMERICAN
AND SOUTH PACIFIC AFFAIRS
MINISTRY OF FOREIGN AFFAIRS

PROCEDURE for Requesting Diplomatic Flight Clearance



FEES: THE DEPARTMENT OF AMERICAN AND SOUTH PACIFIC AFFAIRS DOES NOT IMPOSE ANY FEES FOR THE SUBMISSION OF FLIGHT CLEARANCE COORDINATION REQUESTS.

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.

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.

1

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)

2

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



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กฎหมายและระเบียบที่เกี่ยวข้อง : กฎกระทรวงแบ่งส่วนราชการ กรมอเมริกาและแปซิฟิกใต้ กระทรวงการต่างประเทศ พ.ศ. 2545 ข้อ 1 วรรค(3) และ ข้อ 3 วรรค(3)