

PROCEDURE FOR REQUESTING
DIPLOMATIC FLIGHT CLEARANCE

คู่มือการให้บริการประสานงาน
ขอ Diplomatic Flight Clearance
สำหรับผู้ขอรับบริการ



กระทรวงการต่างประเทศ

Procedure For Requesting Diplomatic Flight Clearance

คู่มือการให้บริการประสานงานขอ Diplomatic Flight Clearance สำหรับผู้ขอรับบริการ

** 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.

Step1:

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).

Period: at least thirty (30) working days prior to the proposed date of entry into/arrival in Thailand's airspace.

Step2:

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

Step 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.

Period: within 3 working days prior to the overflight or landing date

Step 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

Fees: The Department of American and South Pacific Affairs does not impose any fees for the submission of flight clearance coordination requests.

Service channel: All requests must be submitted via saraban1100@mfa.go.th

Contact us : Department of American and South Pacific Affairs

Tel.: 0-2643-5000 ext. 13006

Fax: 02-643-5128

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