

## **Manual for the request for Diplomatic Clearance of Foreign Ship(s)**

1. The Embassy is requested to submit a Note Verbale requesting diplomatic ship clearance which includes the following information:
  - 1.1 General information of the visit: the information includes purpose of the visit, name of the port of visit, date and time of arrival and departure of the ship, and the last and next port of visit.
  - 1.2 Information of the ship: the information includes name and call sign of the ship and type and specification of the ship.
  - 1.3 Crew complement: the information includes names and ranks of commanding officers and number and name list of crew on board.
  - 1.4 Other information: the information includes the requests for radio frequency and transmission, logistic requirements and facilities needed.
2. The said Note Verbale with supporting documents should be forwarded to the Ministry of Foreign Affairs of the Kingdom of Thailand **at least 30 days** prior to the arrival of the ship.
3. The Department of Protocol will forward the said request to the Ministry of Defence of the Kingdom of Thailand for consideration. **(This process takes one (1) day)**
4. When the permission is granted, the Ministry of Defence will notify the Ministry of Foreign Affairs. **(approximately 1 - 2 weeks)**
5. The Ministry of Foreign Affairs will then issue a Note Verbale informing the permission number for the visit to the concerning Embassy. **(This process takes one (1) day)**
6. It is necessary that the Ministry of Foreign Affairs receives timely advance notification of the arrival of the ship to ensure that permission for the ship clearance is granted appropriately. Should there be any changes in the schedule or details, the Embassy is kindly requested to inform the Ministry of Foreign Affairs at the earliest opportunity.

### **Required documents for the request:**

A Note Verbale from the embassy requesting diplomatic ship clearance which includes the following information:

1.1 General information of the visit: the information includes purpose of the visit, name of the port of visit, date and time of arrival and departure of the ship, and the last and next port of visit.

1.2 Information of the ship: the information includes name and call sign of the ship and type and specification of the ship.

1.3 Crew complement: the information includes names and ranks of commanding officers and number and name list of crew on board.

1.4 Other information: the information includes the requests for radio frequency and transmission, logistic requirements and facilities needed.

**Fee for the request:**

The request for ship Clearance is offered free of charge.

**Channel of sending the request:**

The Note Verbale as well as supporting document must be submitted to the Department of Protocol, Ministry of Foreign Affairs.

**Related International and Domestic Laws:**

Vienna Convention on Diplomatic Relations 1961

Vienna Convention on Consular Relations 1963

Diplomatic Privileges and Immunities Act B.E. 2527 (1984)

Consular Privileges and Immunities Act B.E. 2541 (1998)

Department of Protocol  
Ministry of Foreign Affairs