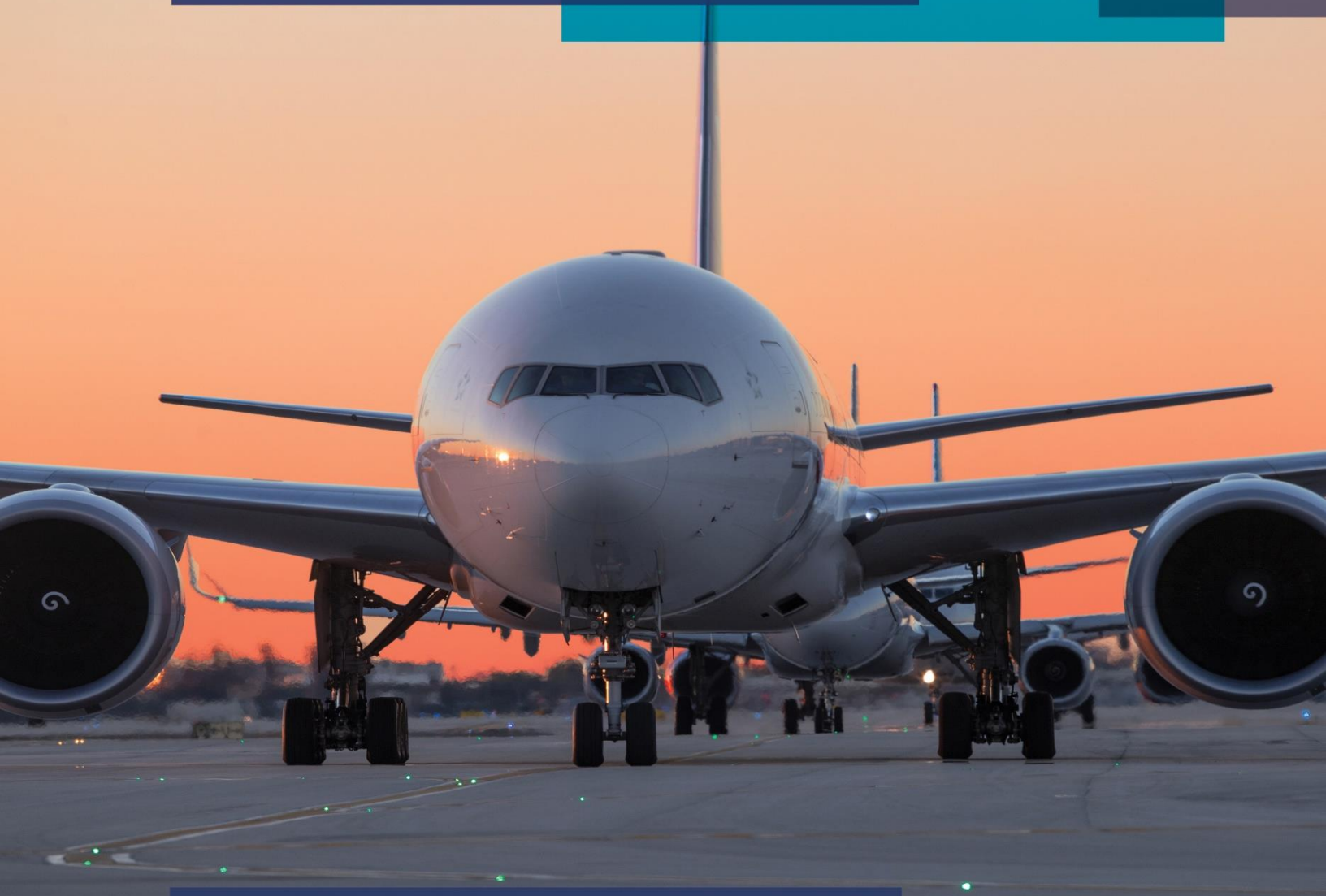


MIAMI-DADE AVIATION DEPARTMENT
PROTOCOL AND INTERNATIONAL AFFAIRS DIVISION



COURTESIES OF PORT

H A N D B O O K



Distinguished Guests:

Miami-Dade County is the most populous County in Florida. It is the “Gateway of the Americas,” a global trade and logistics hub. The County’s geographic location combined with tropical climate, world-class educational and healthcare institutions, multi-lingual and talented workforce are some of the assets and attributes that attract people to live, work and play in Miami-Dade County. Miami’s internationally focused businesses, professional services corps, diplomatic community, trade offices, bi-national chambers of commerce, top-ranked airport, and its seaport - ranked as the cruise capital of the world, are some of the major assets.

On June 4, 2019, the Miami-Dade Board of County Commissioners adopted a new capital improvement program (CIP) that will fund up to five billion in airport-wide modernization projects over the next five to 15 years. The CIP will pave the way for future growth in passenger and cargo traffic at Miami International Airport - projected to reach 77 million travelers and more than four million tons of freight by the year 2040.

Miami International Airport was the first airport in the United States to offer protocol expedited escort service – since 1988. As the number of passengers through MIA continues to grow, so does the demand for protocol services.

This handbook about the *Courtesies of Port* is a guide to understanding the important work of the Protocol and International Affairs Division of Miami-Dade Aviation Department in assisting dignitaries, diplomats, delegations, and official guests through the airport. It also outlines procedures for protocol expedite service and relevant information about the procedures and processes.

I am certain that you will find this handbook invaluable. We appreciate your support and understanding and look forward to your collaboration.

Respectfully,



U. Desmond Alufohai

Protocol and International Affairs Director
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(Protocol service is not available between the hours of 10:00 PM and 5:00 AM)

“Protocol is too important, especially in this community and in view of our efforts to strengthen international ties...what it boils down to is that if we are going to perform a protocol function, we need to do it right and an airport of this type must provide that...”

George E. Spofford
Miami-Dade Aviation Department’s Deputy Director, 1989

Updated August 2020

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About the Protocol and International Affairs Division of Miami-Dade Aviation Department

The Miami-Dade Aviation Department (MDAD) is an agency of the Miami-Dade County government that manages airports. MDAD operates Miami International Airport (MIA), and four general aviation airports:

- Miami-Opa Locka Executive Airport (OPF).
- Miami Executive Airport (TMB).
- Miami Homestead General Aviation Airport (X51), and
- Dade-Collier Training and Transition Airport (TNT).

Miami International Airport's (MIA) and the General Aviation Airports' annual economic impact is approximately \$32 billion. MIA and related aviation industries contribute more than 276,000 jobs directly and indirectly to the local economy, which equates to one out of every 4.6 jobs. Also, more than forty-six (46) million passengers travelled through MIA in 2019.

The core mission of Protocol and International Affairs Division of Miami-Dade Aviation Department (MDAD) is *to facilitate the movement of dignitaries, delegations, official guests, and VIPs through Miami International Airport and support the airport's international programs and initiatives*. MDAD's Protocol and International Affairs Division was created in 1988 from the airport's International Gateway Receptionist Program to provide a lasting and good impression of our community. The receptionist program was funded by a grant obtained from the U.S. Department of Commerce - Travel and Tourism Administration (U.S.T.T.A) – to maintain a service recognized worldwide for projecting a positive image of the community to foreign visitors and to meet the demands of the burgeoning local and international diplomatic communities in South Florida. Subsequently, the international receptionists and front-line supervisors under the U.S.T.T.A program were reclassified into the existing County structure and renamed Terminal Operations Specialists.

Miami International Airport was the first airport in the United States, and one of the few major airports in the world, to offer a full array of services specifically tailored to the needs of traveling foreign diplomats, government officials, dignitaries and VIPs. Ms. Monique Denes served as MIA's first Chief of Protocol under the Public Services Section at the airport's Terminal Operations, from 1989 until 1997. The program grew from its original mission to assist arriving international passengers, through the federal inspection process, and expanded into MIA's primary liaison with international organizations, federal, state, local agencies, etc. The Protocol section also became Miami-Dade Aviation Department's liaison and link to the Consular Corps of Miami.

In 1994, the Clinton Administration selected Miami as host city for the First Summit of the Americas for leaders from across North and South America to establish the Free Trade Area of the Americas, (FTAA). The Office of Protocol played a pivotal role during the Summit. It created the outdoor national flag display in front of Concourse E and a Consular Lounge (now located in Concourse F) for the purpose of welcoming the Heads of States during the Summit. The Consular Lounge, unique only to MIA, is a private Miami-Dade Aviation Department-operated facility reserved for the international diplomatic community and members of the Consular Corps of Miami. It provides a full range of services and amenities to official delegations at presidential, ministerial levels, etc.

As the functions of protocol at the airport became highly specialized and elevated to the fine art of meeting, greeting and assisting heads of states and other dignitaries, the protocol functions were moved to the Marketing and Communications Section. The Office was subsequently renamed - Protocol and International Affairs Division. **Irving Fourcand** was the Division Director from 2001 until July 2018.

In April 2019, **U. Desmond Alufohai** officially assumed the position of the Division Director. He immediately set a vision to solidify MIA's pre-eminence in protocol and international affairs, while ensuring continued and close cooperation with South Florida's diplomatic community. He expanded the Division's strategic role in supporting the airport's international programs and initiatives and collaboration with organizations such as: Protocol & Diplomacy International - Protocol Officers Association (PDI-POA), The Protocol School of Washington®, North American Vexillological Association (NAVA), etc.

Currently, the Protocol Division consist of multi-lingual staff with proficiency in the following languages: Creole, English, French, German, Italian, Polish, Portuguese, Russian and Spanish. The staff have acquired skills from diverse fields, including customer service, cultural diversity, diplomacy, etiquette, intercultural norms, international relations and protocol.

We recognize that certain members of the diplomatic community are entitled to diplomatic and consular immunity, as it relates to their personal inviolability at Miami International Airport. Protocol staff members coordinate logistics associated with diplomatic arrivals/departures with representatives of the airlines, U.S. government agencies such as Customs and Border Protection (CBP), Transportation and Security Administration (TSA), U.S. Secret Service, U.S. Department of State (Office of the Chief of Protocol, Office of Foreign Missions – OFM, Diplomatic Security Service (DSS), U.S. Southern Command (South Com), etc.

Support for these functions are also received from other agencies such as the Florida Department of Law Enforcement, Miami Dade Police Department, etc. The Protocol Division also provides escorts associated with diplomatic mail and courier requests and maintains the international outdoor flags located in front of Concourse E. Protocol expedite escort service and other assignments are performed 365 days a year from 5:00 AM to 10:00 PM.

Diplomatic and Consular Immunity

Diplomatic immunity is a principle of international law by which certain foreign government officials are not subjected to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities. As a matter of international law, diplomatic immunity was primarily based on custom and international practice until quite recently. In the period since World War II, several international conventions (most noteworthy, the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations) have been concluded. These conventions have formalized the customary rules and made their application more uniform.

U.S. law regarding diplomatic immunity has its roots in England. In 1708, the British Parliament formally recognized diplomatic immunity and banned the arrest of foreign envoys. In 1790, the United States passed similar legislation that provided absolute immunity for diplomats and their families and servants, as well as for lower ranking diplomatic mission personnel. This 1790 law remained in force until 1978, when the present Diplomatic Relations Act (22 U.S.C. 254) was enacted to replace it. These treaties have been formally adopted by the United States and are, therefore, pursuant to the U.S. Constitution, “the supreme law of the land.” The U.S. government is legally bound to ensure that such privileges and immunities are respected by its states and municipalities.

It should be emphasized that even at its highest level, diplomatic immunity does not exempt diplomatic officers from the obligation of conforming with national and local laws and regulations. Diplomatic immunity is not intended to serve as a license for persons to flout the law and purposely avoid liability for their actions. The purpose of these privileges and immunities is not to benefit individuals but to ensure the efficient and effective performance of their official missions on behalf of their governments.

The special privileges and immunities accorded foreign diplomatic and consular representatives assigned to the United States reflect rules developed among the nations of the world regarding the way civilized international relations must be conducted. The underlying concept is that foreign representatives can carry out their duties effectively only if they are accorded a certain degree of insulation from the application of standard law enforcement practices of the host country. The U.S. benefits greatly from the concept as it protects U.S. diplomats assigned to countries with judicial systems far different than our own.

On a practical level, a failure of the authorities of the U.S. to fully respect the immunities of foreign diplomatic and consular personnel may complicate diplomatic relations between the United States and the other countries concerned. It may also lead to harsher treatment of U.S. personnel abroad, since the principle of reciprocity has, from the most ancient times, been integral to diplomatic and consular relations.

Diplomatic missions are traditionally the principal communication link between the country that sends them (sending country) and the host (receiving) country. Accordingly, the staff of diplomatic missions (embassies) are afforded the highest level of privileges and immunities in the host country in order that they may effectively perform their important duties.

The categories of diplomatic mission personnel are defined primarily with reference to the functions performed:

- i. “Diplomatic agent” is the term for ambassadors and the other diplomatic officers who generally have the function of dealing directly with host country officials. This category enjoys the highest degree of immunity.
- ii. The next category is “members of the administrative and technical staff” of the mission, which includes those persons who support the activities of diplomatic agents. This category includes secretaries, certain clerical personnel, office managers, and certain professional security personnel.
- iii. Finally, there are the “members of the service staff” of the diplomatic mission who perform tasks such as driving, cleaning, and/or grounds maintenance. These persons are afforded significantly less in the way of privileges and immunities.

Diplomatic agents enjoy the highest degree of **privileges and immunities**, including:

- a. Complete *personal inviolability*, which means that they may not be handcuffed (except in extraordinary circumstances), arrested, or detained.
- b. Neither their property (including vehicles) nor residences may be entered or searched.
- c. Complete immunity from the criminal jurisdiction of the host country’s courts and thus cannot be prosecuted no matter how serious the offense unless their immunity is waived by the sending state.
- d. Immunity from civil suits except in four very limited circumstances: (a) in connection with real property transactions not conducted on behalf of the mission; (b) in connection with any role they may play as executor for or heir to an estate being distributed in the host country; (c) in connection with the performance of professional or commercial activities outside the scope of their official duties; or (d) in respect of counterclaims on the same subject matter when they have been the initiating party in a suit.
- e. Complete immunity from the obligation to provide evidence as witnesses and cannot be required to testify even, for example, if they have been the victim of a crime.

Family members forming part of the household of diplomatic agents enjoy precisely the same privileges and immunities as do the sponsoring diplomatic agents. Members of the administrative and technical staff of a diplomatic mission perform tasks critical to the inner workings of the embassy. Accordingly, they enjoy privileges and immunities identical to those of diplomatic agents in respect of personal inviolability, immunity from criminal jurisdiction, and immunity from the obligation to provide evidence as witnesses. Their immunity from civil jurisdiction, however, is quite different. Members of the administrative and technical staff enjoy immunity from civil jurisdiction only in connection with the performance of their official duties - such as official acts or functional immunity.

Consular personnel perform a variety of functions of principal interest to their respective sending countries (e.g., issuance of travel documents, attending to the difficulties of their own nationals who are in the host country, and generally promoting the commerce of the sending country). The 1963 Vienna Convention on Consular Relations grants a very limited level of privileges and immunities to consular personnel assigned to consulates that are located outside of capitals. There is a common misunderstanding that consular personnel have diplomatic status and are entitled to diplomatic immunity.

Consular officers are those members of consular posts who are recognized by both the sending and the host country as fully authorized to perform the broad array of formal consular functions. Consular Officers' have the following rights:

- a. Only official acts or functional immunity in respect of both criminal and civil matters.
- b. Their personal inviolability is quite limited.
- c. They may be arrested or detained pending trial only if the offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority (e.g., a warrant issued by an appropriate court).
- d. They can be prosecuted for misdemeanors but remain at liberty pending trial or other disposition of charges.
- e. The property of consular officers is not inviolable.
- f. Consular officers are not obliged to provide evidence as witnesses in connection with matters involving their official duties, to produce official documents, or to provide expert witness testimony on the laws of the sending country. Absent a bilateral agreement, the family members of consular officers enjoy no personal inviolability and no jurisdictional immunity of any kind.
- g. Consular employees perform the administrative and technical support services for the consular post. They have no personal inviolability, only official acts immunity, and enjoy immunity from the obligation to provide evidence as witnesses.
- h. Consular service staff do not enjoy personal inviolability or jurisdictional immunity of any kind, but they do have immunity from the obligation to provide evidence as witnesses in respect of official acts. Their family members enjoy no personal inviolability or jurisdictional immunity of any kind.

Honorary Consuls

Honorary consuls are American citizens or permanent resident aliens who perform consular services on a part-time basis. Honorary consuls, unlike career consuls, are permitted to carry on another business. These persons have “official acts” immunity only and immunity from the obligation to provide evidence as witnesses only in respect of official acts. They do not enjoy personal inviolability and may be arrested pending trial if circumstances should otherwise warrant. Family members enjoy no immunity or personal inviolability. Honorary consuls are also issued official identification cards by the U.S. Department of State.

Source: United States Department of State – Office of Foreign Missions Handbook - Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities.
– https://www.state.gov/wp-content/uploads/2019/09/19-04499-DipConImm_v2_web.pdf

What is a Port Courtesy?

According to the Office of the Chief of Protocol, U.S. Department of State, **port courtesy** or “**courtesy of the port**” provides foreign government officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for port courtesies at the Miami International Airport is organized and conducted by the Protocol and International Affairs Division of Miami-Dade Aviation Department. The Protocol Division coordinates requests for port courtesies with Airlines, Embassies, Consulates, U.S. Department of State, U.S. Customs and Border Protection (CBP), Transportation and Security Administration (TSA), U.S. Secret Service, Diplomatic Escort Officers, Florida Department of Law Enforcement, Miami-Dade Police Department, etc.

Protocol Expedite Services

Diplomatic agents assigned to the United States are readily extended port courtesies. Family members of diplomatic agents assigned to the United States and family members of foreign government officials are also extended port courtesies when they are traveling in company of diplomatic agents/principal. Courtesies of port will not be extended when the families are traveling on their own.

Additionally, the Protocol and International Affairs Division offers a full range of protocol expedite services. The term “protocol expedite service” refers to courtesy of port services extended to dignitaries and officials, on official business, arriving/or departing from Miami International Airport or Miami Opa-Locka Executive Airport from the curbside through security checkpoint to the jet bridge, and vice versa.

Upon receiving a request from the sender for protocol expedite service, (*See Appendix #1 - Protocol Expedite Service Request Intake Form*), a protocol officer will be assigned to the traveler or traveling party after the request has been approved by the Division Director or Protocol Coordinator. The assigned protocol officer will then be responsible for coordinating logistics and facilitating protocol expedite services for the arrival and/or departure of the traveler(s), including those in transit.

Protocol expedite services provided by protocol officers include the following:

- Coordinate with the greeter(s) or point of contact(s) for the traveler/guest.
- Arrange protocol gate pass(es) for the pre-cleared greeter(s) to access the post-security areas of the airport (for international departures, domestic departures and domestic arrivals).
- Arrange international arrival access badge to pre-cleared greeters to meet their arriving parties at the gate (only for international arrival)
- Arrange to meet the greeter/travelling party at a designated area at the airport.
- Arrange for temporary curbside parking (Cabinet-level officials only).
- Coordinate with Miami-Dade Police Department, MDAD Landside & Customer Service Divisions.
- Facilitate guest check-in with airline officials.
- Escort guest through TSA security checkpoint.
- Assist in transporting guest with the protocol golf cart (if needed)
- Assist traveler/guest with pre-boarding courtesies at the boarding gate.
- Escort arriving guest to baggage area to reclaim their luggage.
- Coordinate with CBP officials for entry formalities for international arriving guests.
- Write a post-assignment report.

Eligibility for Port Courtesy?

The following dignitaries/officials are eligible to receive protocol expedite services:

- Chiefs of State/Heads of Government (and their traveling parties/entourage)
- Vice Presidents/Deputy Presidents (and their traveling parties/entourage)
- First Ladies
- Former Chiefs of State/Heads of Governments (and their traveling parties/entourage)
- Cabinet-level Officials: Ministers, U.S. Secretaries (and their traveling parties)
- Deputy Cabinet-level Officials: Deputy Ministers/U.S. Deputy Secretaries (and their traveling parties)
- State Secretaries
- Members of Reigning Royal Families (restricted to reigning monarchs and immediate heirs, including reigning Monarchs and Consorts, Heads of Dukedoms and Principalities)
- Members of the United States Senate
- Members of the United States House of Representatives
- Members of Parliament
- Justices of the United States Supreme Court
- Governors and Governors General of the Commonwealth Nations and of Autonomous U.S. States.
- Ambassadors, Ambassador-designates/Papal Nuncios/Special Envoys accredited to the United States
- Chiefs of Mission and their Spouses
- United Nations Permanent Representatives U.S. Cabinet Members
- United States Admirals, Generals and Brigadiers General
- United States Autonomous Territories Governors
- Miami-Dade County Mayor
- Miami-Dade Board of County Commissioners
- Mayors of Local Cities and Municipalities
- Members of the Public Schools Board
- Superintendent of Public Schools
- Heads of Industries, Associations and Non-Governmental Organizations
- Religious Leaders
- Delegations on official missions (inbound and outbound)

Special Requests for Protocol Expedite Services

The Protocol Division receives requests for protocol expedite services from individuals, organizations and institutions other than those listed above. Those requests shall be considered on a case-by-case basis and will be given priority based on availability of staff.

The 24-hour Advance Notification Rule

Anyone requesting protocol service from the Protocol and International Division must complete the Protocol Expedite Service Request Intake Form. Notification for protocol expedite service requests must be received by the Protocol Division, 24 hours in advance of the scheduled time of arrival or departure of the traveler(s)/guest(s) traveling on official business/duty. The acceptance and approval of any request is based on availability of staff and time the period - weekdays, weekends and holidays. The exceptions to the 24-hour notification rule to be given consideration include the following:

- Heads of States & Heads of Government
- Declared emergencies involving medical, humanitarian, weather, civil unrest, etc.

Advance Notices of Changes on Arrivals and Departures

Any cancellation, modification or disruption of travel plans must be communicated to the Protocol Office in writing, followed by a phone call and prior to the scheduled time of arrival or departure in order to notify all federal agencies involved in the process. This notification also allows the assigned protocol officer to make the necessary arrangements to ensure that the assignment is completed if the change involves a staff on a different shift schedule.

The Protocol Division will honor changes based on the availability of staff. Any change that will postpone a pre-scheduled arrival or departure to a future date or different time on the same day will be considered and treated as a new assignment requiring the usual 24-hour notification rule.

Points of Contacts and Greeters

The Protocol Division must have the full contact information for the greeter(s) - those accompanying the traveler who do not intend to travel with the passenger. The Protocol Division must also be provided the point of contact (POC) for the traveler. In some cases, a greeter and the point of contact may be the same individual.

A staff from the Protocol Division or the assigned protocol officer will initiate contact with the greeter or POC to arrange the time and designated area to meet at the airport. The assigned protocol officer will also provide a protocol gate pass for the greeter (if requested).

Greeters who wish to accompany their traveling parties through the TSA security checkpoint will be issued a protocol gate pass. The greeter must be at the airport at the time and designated location/concourse or terminal to meet with the protocol officer. In most cases, greeters should plan to meet the protocol officer at least **45 minutes** prior to the flight arrival. Either party (greeter/point of contact/protocol officer) must be notified of unexpected delay or change of schedule for the flight. Greeters who arrive late may forfeit their opportunity to accompany the protocol officer on the assignment. The protocol officer's obligation is to the traveler/guest and will proceed to assist the arriving party, without the greeter.

Protocol Gate Pass

A protocol gate pass is an official document issued to a greeter/point of contact to accompany their traveling parties through TSA security checkpoint for domestic departures, domestic arrivals and international departures. A protocol gate pass is recognized by the TSA agents, essentially as a substitute for a boarding pass to the non-traveling passenger. Upon request from the greeter/point of contact, a gate pass will be issued by the protocol officer after the greeter/POC has cleared appropriate security background checks.

Requests for a protocol gate pass must be sent in conjunction with the protocol expedite request form, 24 hours prior to the scheduled time of departure/arrival. Prior to issuing a gate pass, the greeter/point of contact must provide information pertaining to the traveler/guest, as well as the following information about the greeter:


- Greeter's name:
- Date of birth:
- Gender:
- Government issued ID #:
- Mobile Phone #:
- Email Address:

Greeters who are issued a protocol gate pass may or may not need to be escorted by a protocol officer. Greeters who do not need a protocol escort can retrieve their gate pass at a pre-determined location at the airport. The protocol officer will vet the greeter through security databases and issue the protocol gate pass. If the greeter fails the security clearance, a gate pass will not be issued.

A protocol gate pass can only be used on the specific date and for the specific concourse/gate written on it. It is not transferable and cannot be reused or changed. It must be discarded at the end of the assignment.

A maximum of three (3) protocol gate passes per travelling party, may be issued to greeters for domestic arrivals to accompany their guests through TSA security checkpoint and into the sterile area.

Sample Protocol Gate Pass

PROTOCOL GATE PASS	
Valid only for date issued	
NON-TRANSFERABLE NO <u>0001</u>	
Date: _____	Concourse: _____
Name: _____	
Organization: _____	
Airline Flight Number: _____	
Name of Protocol Officer: _____	
_____ Signature of Protocol Officer	
Protocol Liaison Office: 305-876-7457	
	

International Arrival Access Badge

Access to the jet bridges for international arrivals is regulated by the U.S. Customs and Boarder Protection (CBP). An international arrival access badge is issued to the greeter to access the international arrival areas. Request for a badge must be sent in conjunction with the protocol expedite request form. Greeters must complete and sign a form presented by a Protocol Officer before being issued a badge.

The international arrival access badge is valid for one day and must be returned to the Protocol Officer upon completion of the assignment. All persons who are issued badges must always be accompanied by a Protocol Officer.

An international arrival access badge is for the sole use of the person to whom it was issued. The badge can only be used on the specific date and for the specific flight. It is not transferable, and it must be returned to the protocol officer upon the completion of the assignment. Greeters must display the badge prominently and they must always be escorted by a protocol officer until the completion of the assignment.

A maximum of two (2) greeters are allowed in the government inspection area for all international arrivals.

Sample International Arrival Access Badge



Planeside Clearance and Ramp Access

This service is reserved for high level dignitaries, such as Presidents, Heads of State, and Prime Ministers. Federal inspection agencies' entry procedures are completed at the gate of arrival (only if the principal guest has an A1, A2, G1, G2, or C1 visa). Official guests and their immediate retinue disembark from the aircraft and are given direct access to the sterile side of the terminal, where they are escorted by a Protocol Officer and federal agents. The high-level officials are then escorted by representatives of Miami-Dade Police Department, U.S. Secret Service, CBP and/or U.S. Department of State. All other members of the arriving party, including the immediate retinue of the principal guest, must be processed through the regular system if they carry a B1 or a B2 visa (U.S. Visit).

Typically, an advance familiarization tour (dry run) of the protocol detail is executed by the advance team or security detail of the dignitary, a few days before the actual travel date. A representative from Protocol Division will be available, upon request to participate in the dry run process.

Arrival procedures for planeside clearance (via ramp side) is handled on the airfield and is strictly reserved for Presidents, Heads of State, and Prime Ministers. Any protocol expedite request handled on the airfield must be coordinated with the U.S. Secret Service (or other federal, state or local law enforcement agencies) and the Protocol Division.

Procedure for planeside departures (ramp access) are treated exactly like planeside arrivals with the exception that the presence of U.S. Customs and Border Protection is usually not required due to the fact that the official guest is either leaving the country to a foreign or domestic destination. No U.S. Customs and Border Protection entrance formality is necessary.

However, planeside departures require prior arrangement with all agencies and entities involved with the arrival of the official guest (this type of service is reserved for Heads of States and Heads of Governments). Only the U.S. Secret Service and the Protocol Division personnel are authorized to request planeside departures. In order to access the ramp side area, the service requestor must forward the following information to the Protocol Division for all persons accessing the ramp:

Name of accompanying greeter(s): _____

Government issued identification: _____

Date of birth: _____

Vehicle description: Type of vehicle: _____ Model: _____ Tag #: _____

Airport Escort Screening Courtesies Program

Miami International Airport is among the U.S. airports that participates in the Airport Escort Screening Courtesies (AESC) Program. Under the U.S. Department of State, Office of the Chief of Protocol's Airport Escort Screening Courtesies Program, qualifying foreign officials can be assigned a Department of State escort officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States. Foreign officials who are the functional equivalents of members of the Cabinet of the United States are eligible for the services provided under the Airport Escort Screening Courtesies Program, when they are not escorted by United States Secret Service, Department of State Diplomatic Security Service or other recognized U.S. Government official protective details.

The dignitary's spouse and children under the age of twelve may also receive services under the Airport Escort Screening Courtesies Program when accompanying the dignitary. Members of the delegation accompanying the escorted official will be subject to customary screening.

The Department of State's escort officer will contact the departing dignitary's designated point of contact(s) to coordinate the departure from a domestic airport. The escort officer will set up a meeting point at the airport and proceed to escort the VIP through the security screening process. Usually, the escort officer will remain until the VIP is on the plane and it has taken off. It is important to alert the Office of the Chief of Protocol of any changes to travel plans as soon as possible.

The Airport Escort Screening Courtesies Program addresses only *departures* from designated U.S. Airports. The Courtesies of the Port Program is for *arriving* dignitaries with requests submitted in e-Gov. Both programs are administered by the Office of the Chief of Protocol.

Missions requesting a United States Secret Service or Diplomatic Security Service protective detail for a foreign dignitary through the Courtesies of the Port Program should not also request Airport Escort Screening Courtesies. In these cases, the United States Secret Service or Diplomatic Security Service will provide the same courtesies when the VIP departs. If the dignitary is traveling with armed security, contact the Bureau of Diplomatic Security's Protective Liaison Division at (202) 895-3600. Do not submit a request for assistance under the Airport Escort Screening Courtesies Program.

For a head of state traveling under the protection of the U.S. Secret Service, do not request assistance under the Airport Escort Screening Courtesies Program. Questions concerning escort screening should be directed to the Office of the Chief of Protocol at escortscreening@state.gov or (202) 647-4503.

Source: U.S. Department of State - Airport Escort Screening Courtesies Program.

<https://www.state.gov/resources-for-foreign-embassies/airport-escort-screening-courtesies/>

Weapons and Diplomatic Protection

Requests for firearms escort is handled by the Diplomatic Security Service, Bureau of Diplomatic Service, U.S. Department of State. When a security officer requests to travel into the United States with a weapon, it is critical for the following accurate information to be listed in the port courtesy. Foreign missions must include the following information:

- Security officer's: First: _____ Middle: _____ Last Names: _____
- Rank of Officer: _____
- Service: _____
- Passport #: _____ Passport issued on: _____ Expiry date: _____
- Visa
 - Visa foil #: _____
 - Visa type: _____
- Weapon type: _____
- Weapon serial number: _____
- Weapon caliber: _____
- Number of rounds of ammunition: _____

This information must be submitted a minimum of three (3) business days in advance of the arrival date. The request and information will be directed to Diplomatic Security or the United States Secret Service (USSS, if a USSS protectee) as they must submit documentation to various law enforcement agencies for coordination.

Security officers traveling on commercial aircraft must be compliant with the corresponding airline security and weapon procedures ensuring the weapon is properly unloaded and stored. If a security officer enters the United States with a weapon and Diplomatic Security or United States Secret Service are not properly notified, the security officer may be detained at the airport by CBP and may have their weapon detained by law enforcement officials. Security officers are only allowed to bring weapons into the United States when they are traveling with their respective protectee (VIP) and their traveling parties. Advance teams are NOT allowed to bring weapons into the United States.

All foreign nationals, regardless of their status, are prohibited from importing firearms restricted by the National Firearms Act, such as machine guns, silencers, short-barreled rifles, shotguns, and Tasers. Foreign Nationals are also prohibited from importing semi-automatic assault weapons or large-capacity ammunition feeding devices.

United States Secret Service Detail

The United States Secret Service (USSS) is a federal law enforcement agency that is part of the U.S. Department of Homeland Security. USSS is charged with protecting visiting heads of foreign states or governments (including ruling monarchs) and their spouses traveling with them. If a foreign mission requests USSS protection, the mission must contact USSS directly and include this request in their port courtesy. The security office at the corresponding embassy or mission is responsible for contacting USSS directly at + 1 (202) 406-7600 or via email DPD.OPS@uss.s.dhs.gov. The USSS will work in conjunction with the Foreign Mission, Park, State, and local Police, and will provide armed security movements.

Diplomatic Security Detail

The Bureau of Diplomatic Security (DS) is the security and law enforcement arm of the U.S. Department of State. Diplomatic Security personnel protect high-ranking foreign dignitaries and officials visiting the United States. Diplomatic protection is provided on a case-by-case basis and determined by a Diplomatic Security threat analysis. If approved Diplomatic Security will work in conjunction with the foreign missions, State and Local Police, and will provide a protective security detail.

When a Foreign Mission requests Diplomatic Security protection for a high-ranking dignitary, the mission must contact Diplomatic Security directly and include this request in their port courtesy. The corresponding embassy or mission must send a Diplomatic Note to DSPL@state.gov and portcourtesies@state.gov that includes the following information:

- First Name: _____ Middle: _____ Last Names: _____
- Official government title: _____
- Country of citizenship: _____
- Dates of birth: Day: _____/Month: _____/Year: _____
- Country of birth: _____
- Passport numbers: _____
 - Passport date issued and expires: _____
- Visa
 - Visa foil numbers: _____
 - Visa type: _____
- Complete itinerary in the United States: _____

- Justification for Diplomatic Protection: _____

Protection is not automatically provided, regardless of the submission of the port courtesy form or diplomatic note. In addition, the security office at the corresponding embassy should be in direct contact with Diplomatic Security's Protective Liaison Division at the Department of State.

Sources: U.S. Department of State – Categories of U.S. Visas.

- <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/all-visa-categories.html>

U.S. Department of State, Bureau of Diplomatic Service, Diplomatic Security Service.

- <https://www.state.gov/the-diplomatic-security-service-u-s-diplomacys-global-force-text-version/>

Diplomatic Bags/Pouches

A Protocol Officer will be assigned to assist Consular officials with protocol expedite services concerning diplomatic pouches. A diplomatic pouch (or “bag”) is any properly identified and sealed package, pouch, envelope, bag, or other container that is used to transport official correspondence, documents, and other articles intended for official use, between:

- a) Embassies, legations, consular posts, and the foreign office of any government
- b) The headquarters or any other office of a public international organization and its regional offices in the United States or in a foreign country; or
- c) The foreign office of any country with full membership in a public international organization and its mission to that organization.

Inviolability of Diplomatic Pouches

In accordance with Article 27.3 of the Vienna Convention on Diplomatic Relations (VCDR), properly designated diplomatic pouches “shall not be opened or detained.” Although inspection of a pouch by X-ray would not physically break the external seal of the shipment, such an action constitutes the modern-day electronic equivalent of “opening” a pouch. As a result, the United States does not search properly designated and handled diplomatic pouches, either physically or electronically (e.g., by X-ray) and considers it a serious breach of the clear obligations of the VCDR for another country to do so.

Size and Weight of Diplomatic Pouches

International law does not set any limits on the permissible size, weight, or quantity of properly designated diplomatic pouches. Therefore, it is the view of the United States that size, weight, and quantity restrictions imposed by the receiving state on properly designated diplomatic pouches are inconsistent with the obligations under Article 25 of the VCDR.

Proper Identification of Diplomatic Pouches

Diplomatic pouches must bear “visible external marks of their character.” (VCDR, Article 27.4) Therefore, a diplomatic pouch moving into, within, or from the United States must:

- I. Have readily visible markings on the exterior of the pouch, bag, envelope, crate, or container clearly identifying it in English as a “Diplomatic Pouch”.
- II. Externally bear the official seal of the sending entity.
- III. This may be a lead or plastic seal that is attached to a tie that closes the pouch or a seal affixed to the pouch’s exterior.
- IV. Be addressed to or from the sending government’s ministry or department of foreign affairs, its embassies, legations, consular offices, or the headquarters or offices of an international organization; and
- V. When applicable, all associated shipping documents, such as bills of lading and Air Waybills, should describe the shipment in English as a “Diplomatic Pouch”.

Accompanied Diplomatic Pouches

Properly designated diplomatic pouches, transported in either the cabin or cargo-hold of an aircraft, vessel, train, or motor vehicle, are considered by the United States as being “accompanied” by a diplomatic or non-professional diplomatic courier when such couriers travel as a passenger on the same mode of transportation.

Whenever a properly designated diplomatic pouch is accompanied or delivered by a diplomatic or non-professional diplomatic courier, the courier must be provided with an official document indicating his/her status and the number of diplomatic pouches that he/she is responsible for transporting. (VCDR, Art. 27.5).

Diplomatic couriers enjoy personal inviolability and are not liable to any form of arrest or detention. However, a diplomatic courier's person and personal baggage are subject to normal security screening and customs procedures. Absent accreditation by the receiving State as a diplomatic agent, as a member of a diplomatic mission's administrative and technical staff, a consular officer, or subject to the provisions of a bilateral agreement, non-professional diplomatic couriers will enjoy personal inviolability only during the time in which he/she has a properly designated diplomatic pouch in his/her charge.

International Arrival of Accompanied Diplomatic Bags and Pouches

Consulates are responsible for informing the Protocol Division and the security office of the air carrier transporting the diplomatic pouches. The consular official responsible for receiving the pouches will be waiting in the greeter's lobby or outside of the baggage claim area (U.S. Customs and Border Protection) to meet the diplomatic courier carrying the pouches. Ramp side pick-up of diplomatic pouches is strictly regulated. Requests for ramp access must be sent to the Protocol Division.

Domestic Arrival of Accompanied Diplomatic Bags and Pouches

The diplomatic pouch is treated as domestic luggage and entry clearance procedures are not required.

Arrivals of Unaccompanied Diplomatic Bags and Pouches

A Protocol Officer will accompany the consular official designated to receive the bag or pouch to U.S. Customs clearance procedures for international arrivals, or, to the ramp area for domestic arrivals. The following information must be sent to the Protocol Division in order to obtain the proper clearance for the person responsible for diplomatic bags or pouches and is requesting access to the airfield: the last four digits of his/her social security number (or complete passport number) and his/her date of birth.. All information must be received by the Protocol Division no later than 48 hours prior to the scheduled time of arrival.

Clearance of Diplomatic Bags and Pouches at Security Checkpoints (Departures)

Consulates are responsible to inform the Protocol Division of the departure of the diplomatic courier and diplomatic bag or pouch. All information pertaining to a regular assignment is to be provided to the Protocol Division by the service requestor. The Protocol Division is responsible for notifying the Transportation Security Administration. The diplomatic courier (and the representative of the consulate, if requested) will go through the security checkpoint with the assistance of a protocol officer if available. The diplomatic pouch will not be screened, opened, or detained.

Source: U.S. Department of State - Diplomatic Pouches.

<https://www.state.gov/diplomatic-pouches/>

Other Services and Requests

The Consular Lounge at Miami International Airport

Miami International Airport is the only airport in the United States that operates a VIP-level lounge for dignitaries, delegations and official guests. The Consular Lounge is located in Concourse F, departure (2nd) level, door #14, pre-security checkpoint area.

The lounge offers a host of services that are available on a first-come-first-served basis. It can be utilized for meetings, press briefings, receptions, conferences, exhibitions, etc. Arrangements for in-house catering service is available. Outside caterers are accepted, provided they possess appropriate liability insurance. The capacity of the lounge is up to 200 persons.

The Lounge also provides the following basic amenities

- Wi-Fi internet access
- Board room equipped with company (6 persons)
- Bar

Courtesy Protocol Golf Cart

The Protocol Division operates its own courtesy cart within the airport premises after security clearance for taking protocol escorts to and from their gates. However, the cart is not permissible at the international arrival areas of the airport. Points of contact should notify the Protocol Division if they require a golf cart for their traveler/guest.

Other Requests

Please note that the Protocol Division does not provide the following services/assistance for any traveler:

- Reservation for travel ticket
- Hotel accommodation and meals
- Seat assignment and upgrade request for airlines
- Airline lounge access
- Wheelchair assistance
- Rental car reservation
- A letter of invitation to visit the United States
- Visa assistance

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Miami-Dade Aviation Department
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Miami, Florida 33102-5504
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Tel: + 1 305-876-7457 or + 1 305-876-7458
Email: Protocol@Miami-Airport.com
WWW.Miami-Airport.com/protocol

Appendix 1



Request for Protocol Expedite Service (Intake) Form

(Please complete and return this form to the Protocol Office at least 24 hours prior to the arrival/departure of the traveling party to: Protocol@Miami-Airport.com)

Information about Dignitary/Traveler/Guest

Entity Requesting Services: _____

First Name of Primary Traveler: _____ Middle Name: _____ Last Name: _____

Official Title: _____

Date of Birth: DD ____ MM ____ YYYY _____ Country of Origin: _____

Passport #: _____ Type of Visa: _____

Is the Traveler/Guest traveling for official business/duty: Yes No

Arrival Information

Arrival Flight #: _____ Time of Arrival: _____ Date of Arrival: DD ____ MM ____ YYYY _____

Arriving from which City: _____

Traveler in Transit Yes No

Departure Information

Departure Flight #: _____ Time of Departure: _____ Date of Departing: DD ____ MM ____ YYYY _____

Departing to which City: _____

List Airline Lounge Membership: _____

Requesting Protocol Golf Cart for Traveler/Guest: Yes No

Please List Any Special Needs/Comments: _____

List Additional Passengers/Entourage Traveling with Dignitary/Guest

(Please provide a complete list of all accompanying persons if the number exceeds the spaces below)

Passenger #1

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #2

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #3

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #4

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #5

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #6

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #7

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Passenger #8

Name: _____ DOB: DD ____ MM ____ YYYY ____ Visa Type: _____

Title: _____

Passport #: _____ Country: _____

Point of Contact and Greeters

Point of Contact's Information

First Name: _____ Last Name: _____

Title: _____

Telephone: _____ Email: _____

Greeters' Information

Greeter #1

Name: _____

Title: _____

Date of Birth: DD ____ MM ____ YYYY _____ Gender: _____

Government Issued ID #: _____ Type of ID: _____

Mobile Phone #: _____ Email: _____

Greeter #2

Name: _____

Title: _____

Date of Birth: DD ____ MM ____ YYYY _____ Gender: _____

Government Issued ID #: _____ Type of ID: _____

Mobile Telephone #: _____ Email: _____

Greeter #3

Name: _____

Title: _____

Date of Birth: DD ____ MM ____ YYYY _____ Gender: _____

Government Issued ID #: _____ Type of ID: _____

Mobile Telephone #: _____ Email: _____

Post-Security Greeter Access

Protocol Gate Pass

(A gate pass provides greeters' access to domestic arrival, domestic departures and international departures)

Greeter(s) requires protocol gate pass Yes No

Greeter require a protocol officer escort Yes No

Indicate number of protocol gate passes required: One (1) Two (2) Three (3)

International Arrival Access Badge

(An access badge provides greeters' access only to international arrival areas. Mandatory escort must always be present, and badge must be returned to the Protocol Officer upon completion of assignment)

Greeter(s) requires an access badge Yes No

Indicate number of access badges required: One (1) Two (2)