DARWIN AIRPORT FACILITATION GUIDE

**Australian Border Force (ABF)**
paxmanintell@border.gov.au  
Tel: (08) 8920 2551, 8920 2552

**VIP Carparking Arrangements**
carparks@ntairports.com.au; (08) 8920 1974

**Australian Federal Police (AFP)**
(08) 8980 1300

* You should call these numbers only in cases of urgency, or as indicated below. They are **not** for general enquiries.

**NOTE:** Facilitation must first be requested by applying here: [Airport Facilitation Request](#).

**INTERNATIONAL**

There is no limit to the number of embassy/consulate representatives who can accompany a VIP in the restricted area. Each representative must obtain a Visitor Identification Card (VIC) in accordance with the following procedure.

**Step 1:** Notify Australian Border Force (ABF) of your intended access by email (paxmanintell@border.gov.au).

**Step 2:** Seven (7) days before the VIP’s flight arrival/departure, apply for a VIC to the International Airport administration office by email (asicdrw@ntairports.com.au).

**Step 3:** Present photo identification with signature (eg passport, Australian driver’s licence) and an embassy/consulate identity card (if applicable) at the Terminal Control Centre (located at Gate 6 on the ground floor) to collect the VIC.

**Arrivals**

As part of **Step 1** above, **you should arrange for** an ABF officer to meet you at an agreed time and location before your VIP’s flight arrival. The ABF officer will escort you (and other representatives with VICs) to the arrival gate in the restricted area. After you meet your VIP, the ABF officer will escort you and the VIP through immigration, baggage collection, customs and quarantine formalities to the public area.

**Departures**

As part of **Step 1** above, you should arrange for an ABF officer to meet you at an agreed time and location before the VIP’s flight departure. The ABF officer will escort you (and other representatives holding VICs) and the VIP through passport control and security screening to the airline lounge or departure gate. You cannot wait with the VIP and will be expected to promptly farewell them when you reach the lounge or gate. The ABF officer will then escort you back to the public area.

**VIP ROOM**

Not available.

**VIP CARPARK AND KERBSIDE ARRANGEMENTS**

VIP carpark or kerbside pickup arrangements are not available. To discuss possible assistance, email carparks@ntairports.com.au or call (08) 8920 1974.

**DOMESTIC**

Domestic facilitation (screening exemption) is only offered to visiting heads of state, heads of government and foreign ministers. The Australian Federal Police will be notified of the VIP’s arrival/departure time/s.

For all other VIPs with domestic arrivals or departures, greeting representatives can proceed through security screening at any time to greet or farewell a VIP.