

Defence Instructions and Notices	
(Not to be communicated beyond Crown Servants, and Government contractors, without authority)	
Title:	Diplomatic clearance visit procedures for The Netherlands and Netherlands Antilles
Audience:	All Service and civilian personnel organising flights over/to, and visits to, the Netherlands on Ministry of Defence (MOD) business.
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Content:	Procedures for obtaining Diplomatic/Political Clearance for the Netherlands.
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Local Keywords:	N/A
Annexes	Annex A: EU DIC Form Annex B: Request for Naval Clearance Annex C: Request for Visit/F800 Annex D: Request for Diplomatic/Political Clearance & the Wearing of Uniform
Related Info:	N/A
Classification:	OFFICIAL

Diplomatic Clearance for Overflights and Landings

The Netherlands

1. Permanent diplomatic clearance has been granted for overflights and landings in The Netherlands for RAF and UK MOD flights (See also para 2).
 - a. For ordinary flights (non hazardous cargo/dangerous goods (HAC/DG)) a filed flight plan is sufficient.
 - b. Notification must be filed to the Military Aviation Authority of the Netherlands (MAA NLD) by e-mail (MLA@mindef.nl) to carry non ICAO TI compliant dangerous goods over Netherlands' territory (Amsterdam FIR) and to land at and to take off from a suitable military air base.
 - c. Permission for aircraft carrying HAC/DG must be granted by special decree. An overflight or landing / take-off with non ICAO TI compliant dangerous goods has to be notified forty-eight (48) hours prior to the actual flight to the ARS Director of the Air Operations Control Station (AOCS) (AOCS.IDO@mindef.nl) at Nieuw Milligen, the

Netherlands and to DOCCDSALCO@mindef.nl.

d. Block Clearance number for the transport of hazardous cargo:
[MDCN/21/EG/HAZ](#).

e. VIP Flights that will land in the Netherlands must be notified to the Hague Defence Team using the European Union Diplomatic Clearance (EU DIC) Form at least one working day in advance.

2. Special permission must be obtained through the Defence Team for the following:

- a. Flights operating with armaments, electronic counter measures, or photographic equipment.
- b. Flights landing at civilian airfields.
 - i. Noise Certificate required for flights landing at Rotterdam Airport.
- c. Flights operated by civilian agencies/operators.

3. Applications for overflights or landings with any of the above must be submitted using the EU DIC Form (Annex A) (including noise certificate for flights to Rotterdam Airport) as soon as the flight is planned, preferably 10 working days prior to the actual flight to the Hague Defence Section:

E-Mail: thehaguedefenceteam@fcdo.gov.uk cc'd to gary.johnson@fcdo.gov.uk

Dutch Antilles

4. All requests for overflights and landings must be submitted using the EU DIC Form as soon as possible, preferably 4 weeks prior to the departure date to The Hague Defence Section:

E-Mail: thehaguedefenceteam@fcdo.gov.uk cc'd to gary.johnson@fcdo.gov.uk

Diplomatic Clearance for Ships and Sailing Vessels

5. Requests for official/operational ship visits should be made by signal via Fleet Operations Division to the Admiralty Benelux (ABNL). However, Embassy staff may submit clearance request 8 weeks prior to the visit. Visits by ships and sailing vessels (including Adventurous Training or sports events/training or for other purposes) are to submit requests using the Ship Visit Request Form (Annex B), preferably 8 weeks before the event. Once the request has been successfully processed it will be notified in the form of an e-mail. Please note that the notification may contain instructions or conditions describing its validity and these should be heeded for the clearance to be effective.

6. Whilst sailing is subject to the elements which may require an amount of leeway with planning, a plan should be devised and submitted to enable the Host Nation Admiralty to accommodate the request.

Diplomatic/Political Clearance for Official Visits

7. For official visits by Defence and civilian personnel, to Defence and industrial locations a Request for Visit form(RfV)/MOD F800 must be completed. It is imperative that the RFV/MOD F800 is completed correctly and submitted to the Defence Section at the

Embassy a minimum of 12 working days prior to the visit taking place. Any forms that are incorrectly completed will be rejected and returned to the originator for correction. A copy of the form is at Annex C.

Diplomatic/Political Clearance for Staff Rides, Sports, Courses etc

8. Diplomatic/Political Clearance is required when travelling to or through a country in which you are not normally based. Examples of events that require clearance are:

- a. Exercises
- b. Transportation of arms and ammunition
- c. Staff Rides/Battlefield Tours
- d. Adventurous Training
- e. Sports
- f. Expeditions
- g. Resettlement Courses
- h. Port Visits
- i. Import/export of materiel via a sea port
- j. Visiting an overseas Defence Supplier or Contractor where you may have to move materiel between countries
- k. Transiting to conduct any of the above

9. All applications for participation/visits in the Netherlands and Dutch Antilles are to be sent to the Hague Defence Section at least one month before the event. Applications should be sent to: thehaguedefenceteam@fcdo.gov.uk cc'd to gary.johnson@fcdo.gov.uk in the first instance and should be made in the following format:

- a. Staff Rides and Sports Tours, Courses including Resettlement and Clearance for Transiting through Country – Application for Clearance (Annex D).
 - i. Full details including a detailed itinerary, accommodation address(es), nominal roll, contact details and authority for the visit must be submitted prior to the event taking place.
 - ii. Clearance will be provisional subject to the receipt of the above, failure to provide the above details will nullify the clearance.
- b. Transit for Winter Sports – either Annex D or the appropriate transit form (such as a MOVVID 460(A) may be submitted).
 - i. For transit through the Netherlands please specify estimated times/dates/routes. These do not have to be strictly adhered to but it is necessary that it is known approximately when and where the transit is due in country.
- c. If you are unsure of the procedure or which form to use then please contact the Defence Team: thehaguedefenceteam@fcdo.gov.uk.

Transit Clearance

10. Any vehicle and passengers (including weapon moves) moving for military purpose must seek transit authority 21 working days prior to the movement. Authority for the transit in the Netherlands is processed in Germany, e-mail a MOVVID 460A (E) to the Transit Control Group, e-mail: FdArmy-Sp-LogMov-TCG-Mailbox@mod.gov.uk in order to obtain transit clearance for the journey. Diplomatic/Political Clearance is not Transit Authority and must be sought in addition to the former.

E-Mail Requests

11. All requests should be sent via email and must state the type of request, urgency and the country in the subject bar. This will enable the embassy staff to effectively process requests ensuring all time sensitive requests are dealt with as a priority.

12. If e-mail is unavailable then telephone 0031 (0)704 270 333 to arrange an alternative method of communication.

General Information

13. It is important that the Defence Section is aware of all military visitors to the Netherlands and Dutch Antilles so that it may be reported accurately to our hosts. Additionally, if any incident occurs, it should be known who is in country and where they are. When in country, any incident that occurs that involves the local authorities (Police, Ambulance, Hospital etc) or has the potential to cause embarrassment to HM Armed Forces or the UK is to be notified to the Embassy at the earliest convenience.

14. It is important that all visitors receive necessary briefs on security risks and criminal activity. The responsibility for security advice is held by their own stations / formations in the UK. We strongly advise that visitors obtain appropriate advice prior to travelling.

15. Diplomatic and Political Clearance is only necessary for serving Service Personnel or MOD Employees on Duty or representing MOD/HM Armed Forces. This includes Cadet organisations that are under MOD auspices. Additionally, serving Service Personnel that wish to wear uniform whilst not on duty (e.g. for a wedding) should apply for clearance. Clearance is not required for people who are not travelling/visiting under MOD auspices, e.g. retired personnel, non MOD cadet organisations, serving personnel on leave etc.

16. All requests should be sent by e-mail, if e-mail is unavailable then telephone 0031 (0) 704 270 333 to arrange an alternative method of communication.

17. Please note that whilst the vast majority of applications are granted, there may be a necessity to fail an application if it is considered as being unrealistic and/or not in the best interests of MOD and MOD policy. Any failed application will be notified to the originator accordingly.

18. Please note that permission may not be granted if the request is not submitted with enough time for it to be processed by Embassy and Host Nation staff, and where applicable, the Governors of the Dutch Antilles.

Urgent Requests Outside of Normal Working Hours

19. The Embassy is open 0800-1700 LOCAL Mon-Fri except for Public Holidays. If you have an urgent request outside of normal working hours then please call:

Diplomatic Clearance for Flights:

AOCS-See Para 1

Or

For Flights that would require action at Para 2 or 3, Tel: +31 611 615 285 (*please only call this number for requests that cannot be dealt with during the next working day*)

Diplomatic Clearance for Ships:

E-Mail: SOD.CZMNED1@MINDEF.NL

Tel: + 31 (0) 223 658220

You should only contact the above if the matter is urgent and cannot be dealt with the next working day. There is no duty number for Staff Rides, Battlefield Tours etc; they will be dealt with the next working day.

For other emergencies contact the Global Response Centre +44 20 7008 1500.

	EUROPEAN UNION DIPLOMATIC CLEARANCE (DIC) FORM	
(1) Reference number:		(2) Amendment number:

(3) STATE	(4) R	(5) N	(6) L	(7) DG	(8) A	(9) FR	(10) EXISTING DIC NUMBER	
								(3): DIC issuing Participant
								(4): this is a DIC request
								(5): this is a DIC notification
								(6): intention is to land in state
								(7): flight carrying dangerous goods
								(8): this is an amendment to an existing clearance
								(9): flight rules (I, V, Y or Z)
								(10): provide number

SE RIA L	REQUESTED INFORMATION	INFORMATION SUBMITTED
AIRCRAFT AND CREW		
(11)	Requesting state	
(11 a)	Operator	
(12)	Number and type of aircraft	
(13)	Aircraft registration	
(14)	Spare aircraft	
(15)	Callsign (including spare if different)	
(16)	Number of crew members	
(17)	Pilot rank and name	
(18)	Photographic sensors and/or cameras	
(19)	Armament	
(20)	Electronic warfare equipment	
FLIGHT DETAILS (Detailed routing in Appendix 1)		
(21)	Date of flight	
(22)	Purpose of flight	

(23)	Departure airport	
(24)	Destination airport(s)	
(25)	Alternate airport(s)	
(26)	Radio frequencies	
LOAD INFORMATION		
(27)	Number of passengers	
(28)	VIP title /rank and name	
(29)	DG details	
REMARKS		
(30)		
POINT OF CONTACT		
(31)	Rank, name, first name	
(32)	Telephone number	
(33)	E-mail	
(34)	Fax	
RESERVED FOR ISSUING STATE		
(35)	STATE ISSUING	
(36)	DIPLOMATIC CLEARANCE NUMBER	

Stamp issuing state:

Date:

Signature

DETAILED ITINERARY

State (37)	Entry point and timing or airfield + ETD (DD MMM YY, HHMM Z) (38)	Route over territory (39)	Exit point and timing or airfield + ETA (DD MMM YY, HHMM Z) (40)

DANGEROUS GOODS DETAILS

UN Nbr	<u>Proper Shipping Name</u>	Class or Division	Gross weight	Total Net Quantity	NEQ (Class 1)
(41)	(42)	(43)	(44)	(45)	(46)

Request for Naval Clearance

Date of Visit	
Port of Visit	
Vessel Name	
CO Name	
Call sign	
Flag	
IMO No'	
Crew	
Ship's Guard Force	
Next Port	
Last Port	
LOA	
Beam	
Draft	
Depth Mast to Keel	
DWT	
Gross Tonnage	
Load	
Host Nation Support Requested (if any)	
Remarks	

All fields must be completed and the form communicated via Government-to-Government

REQUEST FOR VISIT		
TO: <i>(Country / international organisation name)</i>		
1. TYPE OF VISIT REQUEST	2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> Emergency <input type="checkbox"/> Amendment	<input type="checkbox"/> CONFIDENTIAL or above <input type="checkbox"/> Access to security areas without access to classified information / material <i>Only if required by the laws / regulations of the countries involved</i> <input type="checkbox"/> Unclassified / RESTRICTED	No. of sites <input style="width: 40px; text-align: center;" type="text" value="1"/> No. of visitors <input style="width: 40px; text-align: center;" type="text" value="1"/>
4. ADMINISTRATIVE DATA:		
Requestor: <input style="width: 200px;" type="text"/>	NSA/DSA RFV Reference No. <input style="width: 150px;" type="text"/>	
To: <input style="width: 200px;" type="text"/>	Date (dd/mm/yyyy): <input style="width: 100px;" type="text"/>	
5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:		
<input type="checkbox"/> Military <input type="checkbox"/> Government <input type="checkbox"/> Industry <input type="checkbox"/> NATO <input type="checkbox"/> EU <input type="checkbox"/> Other		
NAME: <input style="width: 500px;" type="text"/>		
POSTAL ADDRESS: <input style="width: 500px;" type="text"/>		
E-MAIL ADDRESS: <input style="width: 500px;" type="text"/>		
FAX NO: <input style="width: 200px;" type="text"/>		TELEPHONE NO: <input style="width: 150px;" type="text"/>
6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED - <i>(Annex 1 to be completed)</i>		
7. DATE OF VISIT (dd/mm/yyyy): FROM <input style="width: 100px;" type="text"/> TO <input style="width: 100px;" type="text"/>		
8. TYPE OF INITIATIVE (Select one from each column):		
<input type="checkbox"/> Government initiative <input type="checkbox"/> Commercial initiative	<input type="checkbox"/> Initiated by requesting agency or facility <input type="checkbox"/> By invitation of the facility to be visited	

All fields must be completed and the form communicated via Government-to-Government

9. IS THE VISIT PERTINENT TO: <input type="checkbox"/> Specific equipment or weapon system <input type="checkbox"/> Foreign military sales or export licence <input type="checkbox"/> A programme or agreement <input type="checkbox"/> A defence acquisition process <input type="checkbox"/> Other Specification of the selected subject: <input type="text"/>	
10. SUBJECT TO BE DISCUSSED / JUSTIFICATION / PURPOSE <i>(To include details of host Government/Project Authority and solicitation/contract number if known and any other relevant information. Abbreviations should be avoided):</i> <input type="text"/>	
11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED:	
<i>Only if required by the laws/regulations of the countries involved</i> <input type="checkbox"/> Unclassified <input type="checkbox"/> RESTRICTED	<input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> Other
12. PARTICULARS OF VISITOR(S) - <i>(Annex 2 to be completed)</i>	
13. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:	
NAME: <input type="text"/>	STAMP <input type="text"/>
TELEPHONE NO: <input type="text"/>	
E-MAIL ADDRESS: <input type="text"/>	
SIGNATURE: <input type="text"/>	

All fields must be completed and the form communicated via Government-to-Government

14. CERTIFICATION OF SECURITY CLEARANCE LEVEL:

NAME:	<input type="text"/>	STAMP	<input type="text"/>
ADDRESS:	<input type="text"/>		
TELEPHONE NO:	<input type="text"/>		
E-MAIL ADDRESS:	<input type="text"/>		
SIGNATURE:	<input type="text"/>	DATE (dd/mm/yyyy):	<input type="text"/>

15. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:

NAME:	<input type="text"/>	STAMP	<input type="text"/>
ADDRESS:	<input type="text"/>		
TELEPHONE NO:	<input type="text"/>		
E-MAIL ADDRESS:	<input type="text"/>		
SIGNATURE:	<input type="text"/>	DATE (dd/mm/yyyy):	<input type="text"/>

16. REMARKS *(Mandatory justification required in case of an emergency visit):*

ANNEX 1 TO RFV FORM

All fields must be completed and the form communicated via Government-to-Government

**GOVERNMENT AGENCY(IES), ORGANISATION(S)
OR INDUSTRIAL FACILITY(IES) TO BE VISITED**

Add

Military Government Industry NATO EU Other

NAME:

ADDRESS:

TELEPHONE NO:

FAX NO:

NAME OF POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

NAME OF SECURITY OFFICER OR
SECONDARY POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

Delete

**REQUEST FOR DIPLOMATIC CLEARANCE AND THE WEARING OF UNIFORM FOR
THE NETHERLANDS**

- A. Unit:
- B. Unit Address:
- C. Exercise Leader:
Tel:
Email:
Mob:
- D. Exercise Name:
- E. Area to be visited:
- F. Dates (*Incl. RECCE dates if applicable*):
- G Detailed Itinerary (***Please attach if necessary***):
- H. Details of Attendees (***Please attach a nominal roll***):
- I. Method of travel (*incl. Point of entry/exit*):
- J. Civilianised: Yes/No (***Details of uniformed personnel***)
- K. Accommodation address/es:
- L. Any other comments / special requests:
- M. Weapons or Ammunition to be carried: Yes/No

PLEASE NOTE THAT YOU ARE TO SEND AN A NOMINAL ROLL AND DETAILED ITINERARY, TO THE EMBASSY AS SOON AS IT BECOMES AVAILABLE. IT IS ESSENTIAL THAT THIS IS DONE PRIOR TO THE EXERCISE COMMENCEMENT IN ORDER FOR DIPCLEAR TO BECOME EFFECTIVE

ANY VEHICLE AND PASSENGERS (INCLUDING WPN MOVES) MOVING FOR MILITARY PURPOSE MUST SEEK TRANSIT AUTHORITY 21 WORKING DAYS PRIOR TO YOUR MOVEMENT. PLEASE EMAIL A MOVBID 460A (E) TO Transit Control Group: FdArmy-Sp-LogMov-TCG-Mailbox@mod.gov.uk TO OBTAIN TRANSIT CLEARANCE FOR THE JOURNEY.

DIPLOMATIC CLEARANCE IS NOT TRANSIT AUTHORITY AND MUST BE SOUGHT IN ADDITION TO DIPLOMATIC CLEARANCE.

Send to: thehaguedefenceteam@fcdo.gov.uk