

PART I
ADMINISTRATIVE ARRANGEMENTS

1. Arrival and Departure Procedures

1.1. Special Arrival Procedures for Heads of Diplomatic Mission

The Office of Protocol of the Department of External Affairs will make arrangements for the first arrival of a Head of Diplomatic Mission after it has been notified by the diplomatic mission by note of the particulars. Such notification shall include:

- (1) the full name;
- (2) the designation;
- (3) the date of arrival;
- (4) the means of travel;
- (5) the port of entry;
- (6) the port of departure abroad;
- (7) the full name(s) of any accompanying dependent(s).

If a Head of Diplomatic Mission makes a first arrival at Ottawa International Airport, a representative of the Office of Protocol will attend to bid welcome.

1.2. Arrival Procedures for Diplomatic and Consular Personnel Other Than Heads of Diplomatic Mission

The arrival of all diplomatic and consular personnel shall be notified by note from the diplomatic mission to the Office of Protocol of the Department of External Affairs without delay. Such notification must include:

- (1) the full name;
- (2) the designation;
- (3) the date of arrival;
- (4) the means of travel;
- (5) the port of entry;
- (6) the port of departure abroad;
- (7) the full name(s) of any accompanying dependent(s);
- (8) if possible, the residential address and telephone number in Canada.

The diplomatic mission should submit at the same time to the Office of Protocol an application for appropriate acceptances and identity cards for the member of a diplomatic or consular mission and any accompanying dependents(s).