

**Protocol Guide
for Diplomatic
Missions Accredited
in Georgia**

Department of Diplomatic Protocol

Ministry of Foreign Affairs August

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Introduction

This Protocol Guide is issued by the Ministry of Foreign Affairs as part of our efforts to be a transparent and good host to our distinguished Diplomatic Corps. It contains practical information based on Georgian authorities' interpretation of the rules for privileged persons. The special rights enjoyed by privileged persons in Georgia derive from the 1961 Vienna Convention on Diplomatic Relations (VCDR) and the 1963 Vienna Convention on Consular Relations (VCCR). These conventions allow for national interpretation and evolving insights.

The Protocol Guide may be consulted online on the website of the Ministry of Foreign Affairs and is continually updated to reflect the latest developments. Major changes in Georgian policy on privileged persons, premises and residences of heads of mission, as well as motor vehicles bearing diplomatic and consular number plates are communicated to the diplomatic missions and consular posts by Note Verbale. A list of useful web addresses in dealing with the Georgian authorities can be found in Annexe 1.

The privileges and immunities enjoyed by privileged persons are granted to the diplomatic missions and consular posts – rather than to the individuals in question – to allow diplomatic missions and consular posts and their staff to function properly.

Diplomatic missions and consular posts (not the individual staff members) may address their questions about the implementation of the rules to the Ministry of Foreign Affairs.

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Part I

Diplomats in Georgia

1. Head of Mission

1.1 Granting Agrément

The Ministry of Foreign Affairs of Georgia is guided by 1961 Vienna Convention on Diplomatic Relations and follows international practice of granting Agrément for the person to be accredited as the head of diplomatic mission to Georgia. The sending state should make certain that the receiving state has granted Agrément for the person it proposes to accredit as head of the mission to that state. Any form of publicity including the name of the person concerned in connection with his/her new assignment is considered inappropriate before Agrément is given.

The Ministry of Foreign Affairs or the Embassy of the sending state sends a Note Verbale to the Ministry of Foreign Affairs of Georgia regarding the appointment of a new Ambassador. A Curriculum Vitae of the person to be accredited as the head of mission should be attached to the Note.

If the Ambassador is being accredited to more than one state and he/she is to reside outside of Georgia, it is customary to await the Agrément of the country in which the Ambassador is to reside before applying for Agrément in Georgia.

Once Agrément is granted, the Ministry of Foreign Affairs of Georgia notifies the Ministry of Foreign Affairs or the Embassy or of the sending state in writing which can be made public if so desired.

After Agrément has been granted the diplomatic mission submits a request to the Ministry of Foreign Affairs of Georgia to arrange presentation of credentials. The Department of the Diplomatic Protocol schedules the Ceremony of Presentation of Credentials.

1.2 Resident Ambassador

1.2.1 Arrival of the Resident Ambassador-Designate

After receiving an Agrément the resident Ambassador-designate is free to arrive to Georgia at any time. The diplomatic mission should notify the Ministry of Foreign Affairs by Note Verbale of the date and time of arrival of the head of mission and the mode of transport at least one month in advance.

Prior to the arrival in Georgia the Ambassador-designate and persons accompanying him/her should acquire a Georgian visa (except the cases provided by international agreements) at the relevant Georgian diplomatic mission or consular post abroad (refer to Paragraph 9).

1.2.1.1 Arrival by Air

If the Ambassador-designate arrives in Georgia by air, the flight number, the date and time of arrival at Tbilisi International Airport, as well as the names and titles of the accompanying persons should be communicated to the Ministry of Foreign Affairs by Note Verbale.

If arrival is on a week day the Ambassador-designate is met at the VIP Lounge of Tbilisi International Airport by a representative of the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. If requested the Department of Diplomatic Protocol provides a vehicle for transfer from the airport to the residence.

1.2.1.2 Arrival by Personal Vehicle

If the Ambassador-designate arrives in a personal vehicle, the make, type, colour and licence plates of the vehicle and names of the driver and passengers should be communicated in advance to the Department of Diplomatic Protocol by Note Verbale. In order to facilitate border crossing procedures the scheduled date and route of the border crossing of the Ambassador-designate should also be communicated.

If arrival is on a week day the Ambassador-designate is met at the border by a representative of the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. If required, Department of Diplomatic Protocol provides a vehicle for transfer from the border to the residence.

1.2.1.3 Arrival by Train

If the Ambassador-designate arrives by train, the coach number, the date and time of arrival, as well as the names and titles of accompanying persons, should be communicated to the Ministry of Foreign Affairs by Note Verbale.

If arrival is on a week day the Ambassador-designate is met at the platform of Tbilisi Railway Station by a representative of the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. If requested the Department of Diplomatic Protocol provides a vehicle for transfer from the airport to the residence.

1.2.2 Presentation of Credentials by Resident Ambassador-Designate

On the basis of a written request of the Ministry of Foreign Affairs or the Embassy of the sending state the Department of the Diplomatic Protocol schedules and informs the Mission on the date and time of the Ceremony of the Presentation of Credentials.

1.2.2.1 Presentation of Copies of Credentials at the Ministry of Foreign Affairs

Before presenting Credentials to the President, the Ambassador-designate presents a copy of the Letter of Credence and a copy of Predecessor's Letter of Recall (if applicable) to the Minister of Foreign Affairs or Deputy Minister of Foreign Affairs.

If the Ambassador wishes to present a gift to the Minister, it should be presented through the Department of Diplomatic Protocol.

1.2.2.2 Presentation of Credentials to the President of Georgia

On the scheduled day the Representative of the Department of Diplomatic Protocol arrives at the Embassy or Ambassador-designate's residence after which they depart for to the President's Administration. The Ambassador-designate may be accompanied by his/her spouse and two diplomats from the Embassy, which travel in a vehicle, provided by the Ministry of Foreign Affairs on the basis of preliminary agreement. The escort for the journey is provided by the Department of Diplomatic Protocol of the Ministry of Foreign Affairs.

Dress code during the ceremony is dark suit or national costume.

If the Ambassador wishes to present a gift to the President of Georgia, it should be presented through the Protocol Department of the Administration of the President of Georgia.

1.2.3 Courtesy calls by Resident Ambassador

Before credentials are presented, Ambassador-designate is advised to consult the Department of Diplomatic Protocol of the Ministry of Foreign Affairs prior to attending any official event.

Following the presentation of credentials, the diplomatic mission can send a written request to the Department of Diplomatic Protocol for courtesy calls with President, Prime-Minister, Chairman of the Parliament of Georgia or the Minister of Foreign Affairs of Georgia. In a letter to the Department of Diplomatic Protocol the mission should indicate names and titles of persons accompanying the Ambassador, as well as the command language during the courtesy calls.

Any other courtesy calls in Georgia should be organised by the mission.

1.2.4 Departure of resident Ambassador at the end of term of office

At the end of term of office of the Ambassador, the Mission should inform the Department of Diplomatic Protocol by a Note Verbale. It is requested that the Department is informed at least one month prior to the departure date. The Minister of Foreign Affairs or representative of the Ministry will host a farewell lunch or dinner in honour of the departing Head of Mission.

The Department of Diplomatic Protocol, if required, also schedules farewell calls with the President, the Prime Minister, the Chairman of the Parliament, the Minister or Deputy Minister of Foreign Affairs.

On the departure day the Representative of Department of Diplomatic Protocol bids farewell to the Ambassador and his or her spouse at the VIP Lounge of the Tbilisi International Airport.

1.3 Non-Resident Ambassador

1.3.1 Arrival of Non-Resident Ambassador

The Ceremony of the Presentation of Credentials for non-resident Ambassadors is organised twice a year.

The Department of Diplomatic Protocol informs the non-resident Ambassador-designate in writing approximately 1 month earlier on the date of the ceremony.

The Embassy of the sending state at least two weeks prior to the Ceremony should communicate following information to the Department in a Note Verbale:

- date and time of arrival; prior to attending any official event
- mode of transport;
- names and titles of the persons accompanying the Ambassador-designate;

It should also be specified:

a) In case of arrival by air:

- flight number;

b) In case of arrival by a personal vehicle:

- date and time of border crossing; the make, type, colour and licence plate numbers of vehicles and names of drivers and other passengers;

c) In case of arrival by train:

- coach number;

Prior to the arrival in Georgia the Ambassador-designate and accompanying persons should acquire a Georgian visa (unless exempt by international agreements) at the relevant Georgian diplomatic mission or consular post abroad (see Paragraph 9).

The hotel for the Ambassador-designate and accompanying persons is arranged by the sending state.

During the period of stay of a non-resident Ambassador, Georgian side provides ground transportation only for the transfer from and to the airport/train station/border, official ceremonies and meetings organised by the Ministry of Foreign Affairs.

1.3.2 Presentation of Copies of Credentials at the Ministry of Foreign Affairs

Before presenting Credentials to the President, the non-Resident Ambassador-designate presents a copy of the Letter of Credence and a copy of Predecessor's Letter of Recall (if applicable) to the Minister of Foreign Affairs or Deputy Minister of Foreign Affairs.

If the Ambassador-designate wishes to present a gift to the Minister, it should be presented through the Department of Diplomatic Protocol.

1.3.3 Presentation of Credentials to the President of Georgia

After presentation of copies of credentials at the Ministry of Foreign Affairs, Ambassador-designate should meet with the Director/Deputy Director to go over the details of the Ceremony.

On the date set in advance, the Director/Deputy Director of Department of Diplomatic Protocol and non-resident Ambassadors gather at a specified place. The Ambassador-designate's vehicles bearing the relevant state flags, accompanied by escort, move towards the Administration of the President of Georgia.

The non-resident Ambassador may be accompanied by his/her spouse or one diplomat from the Embassy who are transported in a vehicle, provided by the Ministry of Foreign Affairs on the basis of preliminary agreement.

After the Ceremony a collective photo session is scheduled.

Dress code during the ceremony is dark suit or national costume.

If the Ambassador wishes to present a gift to the President of Georgia, it should be presented through the Protocol Department of the Administration of the President of Georgia.

1.3.4 Cultural Programme

The Ceremony of Presentation of Credentials to the president of Georgia by the non-resident Ambassadors is typically followed by the cultural programme organised by the Department of Diplomatic Protocol.

1.3.5 Meetings with Georgian Officials

The Department of Diplomatic Protocol schedules meetings of the non-resident Ambassador with Georgian officials which should be requested at least 2 weeks prior to the visit.

1.3.6 Working visits of Non-Resident Ambassador

During the period of accreditation of non-resident Ambassadors working visits to Georgia are organised by foreign mission or sending state.

1.3.7 Departure of Non-Resident Ambassador at the end of term of office

Embassy of a sending state should inform the Ministry of Foreign Affairs on the completion of term of office of a non-resident Ambassador at least one month in advance. The Department of Diplomatic Protocol, if required, schedules the Ambassador's farewell visit. The Embassy should provide the Department of Diplomatic Protocol with the following information at least one month in advance:

- Details of the arrival and departure (mode of transport, date and arrival time);
- List of officials of Georgia the Ambassador wishes to hold farewell meeting with.

If departure is on a week day the Ambassador bid farewell at the VIP Lounge of Tbilisi International Airport by a representative of the Department of Diplomatic Protocol of the Ministry of Foreign Affairs and/or the Desk Officer of the relevant Territorial Department of the Ministry of Foreign Affairs.

2. Order of Precedence of Heads of Diplomatic Missions

The order of precedence of Ambassadors accredited in Georgia is determined by the date of presenting credentials to the President of Georgia. The precedence list is updated by the Department of Diplomatic Protocol of the Ministry of Foreign Affairs.

2.1 The Doyen

The Permanent Doyen of the Diplomatic Corps accredited in Georgia is the Apostolic Nuncio of the Holy See.

3. Appointment of Chargés d'Affaires ad interim

In accordance with Article 19 of the 1961 Vienna Convention on Diplomatic Relations, if the post of head of mission is vacant or if the head of mission is unable to perform his/her duties, a Chargé d’Affaires ad interim acts provisionally as head of the mission. The Embassy or the Ministry of Foreign Affairs of the sending state should notify ad interim and his/her term of office either by to the Ministry of Foreign Affairs of Georgia in writing the name of the Chargé d’Affaires.

4. Appointment of Consul General

The Consul General of the sending state is appointed in accordance with the 1963 Vienna Convention on Consular Affairs, bilateral consular agreements of Georgia and Decree N359 of the President of Georgia “Regulation on opening of foreign consular posts in Georgia and on appointment of members of the consular posts”.

A consular post may be established on the territory of Georgia upon the agreement between sending and receiving states. With this purpose, the sending state submits to the Ministry of Foreign Affairs of Georgia a Note Verbale including information on the class of the consular post, the consular district and the seat of the consular post.

Once the consent of the Ministry of Foreign Affairs of Georgia on the establishment of the consular post is granted, the sending state submits a Note Verbale addressed to the Ministry of Foreign Affairs for the appointment of the head of a consular post including his/her curriculum vitae.

Minister of Foreign Affairs of Georgia issues an order upon the appointment of the head of consular post. After the Ministry has given its consent for the appointment of the head of the consular post, the consular commission or a similar document is sent to the Ministry of Foreign Affairs of Georgia. This document shall include the full name, category and class of the head of the consular post, the consular district and the seat of the consular post. The exequatur is issued by the Ministry of Foreign Affairs on the basis of the consular commission or a similar document.

The head of a consular post is admitted to take on his/her duties after he/she has received an exequatur. In exceptional cases, the head of a consular post may be admitted to exercise his/her functions pending delivery of the exequatur, provided that the provisional authorization was requested and granted by the Minister of Foreign Affairs of Georgia.

5. Appointment of Honorary Consul

The appointment of the Honorary Consul is carried out in compliance with Paragraph 4. The Honorary Consul exercises functions under the regulation in accordance with the Vienna Convention of April 24, 1963 and enjoys the privileges and immunities envisaged by the same convention.

6. Official Representations of International Organisations

6.1 Establishment of Official Representation of International Organisation

The establishment of the official representation of the International organisation takes place on the basis of the mutual consent. The international organisation submits the request on the establishment of its representation, to which the Ministry of Foreign Affairs gives consent.

The status of the official representation of international organisation is envisaged by the bilateral agreement between Georgia and the respective International organisation.

6.2 Appointment of the Representative of the International Organisation

Official representation of the international organisation in Georgia notifies the Ministry of Foreign Affairs of the appointment of a new representative and, if required, asks for a consent for the appointment of the representative.

Upon receiving consent from the Ministry of Foreign Affairs, the official representation of the international organisation notifies the Ministry of Foreign Affairs of the arrival of a new representative.

The Diplomatic Protocol Department of the Ministry of Foreign Affairs, on the basis of the request of the official representation of the international organisation, organises the introductory meeting for the representative with the Minister/Deputy Minister of Foreign Affairs in order to present his/her credentials (if applicable).

Accreditation of the representative of the international organisations and other members of the official representation is carried out in compliance with Paragraph 11.

7. Appointment of Military/Defence, Naval and Air Attachés

In accordance with Article 7 of the Vienna Convention on Diplomatic Relations, Diplomatic Missions are required to send a prior notification of the names of appointed Military, Naval or Air Attachés to the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. Diplomatic Missions should send request by Note Verbale, accompanied by a Curriculum Vitae. The appointed Military/Defence, Naval or

Air Attaché should not commence his/her posting until consent is granted.

Upon the arrival in the receiving state Military/Defence, Naval, and Air Attachés, similarly to the members of the diplomatic representations and consular officials, obtain accreditation at the Ministry of Foreign Affairs of Georgia in compliance with Paragraph 11.

It is advised that Military/Defence, Naval and Air Attachés pays courtesy visit to the Minister/Deputy Minister of Defence of Georgia.

8. Members of Diplomatic Missions

8.1 Notification of Arrival and Departure

In accordance with Article 10 of the Vienna Convention on Diplomatic Relations and Article 24 of the Vienna Convention on Consular Relations, a diplomatic mission or a consular post notifies the Department of Diplomatic Protocol on the appointment, date of arrival and departure and termination of functions of members of the mission or consular post and their family members by Note Verbale. The Note of notification shall include a full name, surname and positions of new members of the mission, as well as the names of their predecessors.

Similar Note should be sent by missions of international organisations regarding members enjoying privileges and immunities and their family members.

8.2 Changes of Status of Members of Diplomatic Missions

The Embassy/Consular post of a sending state also notifies the Ministry of Foreign Affairs in writing on any changes affecting the status of members of the mission or consular post and their family members.

The same notification should be sent by missions of international organisations regarding members enjoying privileges and immunities and their family members.

8.3 Taking up Newly Created Position

With regard to members of diplomatic missions who are taking up newly created positions and thus have no predecessor, it is requested that the diplomatic mission concerned transmit a Note Verbale containing a brief outline of their envisaged functions to the Ministry of Foreign Affairs.

8.4 Diplomatic List

A diplomatic missions, consular posts and international organisations accredited in Georgia quarterly (10 March, 10 June, 10 September, 10 December) provide the Ministry of Foreign Affairs and diplomatic representations accredited in Georgia with an updated list of the head of missions and members of diplomatic staff.

The list is published and quarterly updated on the web page of the Ministry of Foreign Affairs of Georgia: www.mfa.gov.ge

9. Visa

9.1 Visa for Non-Visa States

Staff of diplomatic missions, consular posts and representations enjoying equal status, which are from Non-Visa States do not require a visa for accreditation to a Mission in Georgia.

Non-visa states can stay 90 days in any 180 day period with a short-stay visa. Please note that new visa regulations apply from 1 September 2014.

Non-visa state list and other information on visas can be found on:

http://mfa.gov.ge/index.php?lang_id=ENG&sec_id=96

9.2 Visa for Other States

In compliance with the Paragraph 6 of the Article 4, of the “Law of Georgia on Legal Status of Aliens and Stateless Person”: for initial entry to Georgia members of diplomatic missions, consular posts and representations enjoying equal status, should apply for a work visa. The visa is issued at Georgian consular posts after which the members can apply for accreditation.

Accreditation Card cannot be issued if member of mission from Other States does not possess a valid work visa (see Paragraph 11.2 for list of documents).

9.3 Accreditation Card Holders

During the accreditation period members of the staff of the mission stay in the country and cross the border on the basis of an identification card issued in accordance with the rules established by the Ministry of Foreign Affairs of Georgia. Both a travel document (passport) and the identity card must be shown when crossing the Georgian border.

Visas are issued at the diplomatic representations or consular posts of Georgia abroad.

Additional information on how to apply for a Georgian visa and contact information of Georgian foreign representations can be found on the Ministry’s web page:

http://www.mfa.gov.ge/index.php?lang_id=ENG&sec_id=96

10. Establishment of Foreign Diplomatic Mission

In compliance with the Vienna Convention on Diplomatic Relations the establishment of the permanent diplomatic mission in the receiving state takes place by mutual consent.

Once foreign diplomatic missions have identified suitable premises, they should inform the Ministry of Foreign Affairs of Georgia seeking the consent of the latter for the premises to be used for mission's purpose.

In compliance with the Vienna Convention on Diplomatic Relations the sending state may not, without the prior express consent of Georgia, establish offices forming part of the mission in localities other than those in which the mission itself is established.

11. Identification Cards

11.1 Information on Identification Cards

Conditions for issuing of identification cards are stipulated by 7 March 2014 Order of the Minister of Foreign Affairs of Georgia N01-53 – "Rules of accreditation of employees of foreign diplomatic missions, consular posts, official representations of international organisations in Georgia and institutions under bilateral international agreements and members of their families by the Ministry of Foreign Affairs of Georgia": www.mfa.gov.ge.

Identification card is a document attesting the holder's identity and status. It also serves as temporary residence permit for member of the staff of the mission during fulfilling his/her functions.

Identification card holders do not require visas for entering and staying in Georgia (see Paragraph 9). However, identification card is not in its own right a travel document. Both a travel document (passport) and the identification card must be shown when crossing the Georgian border.

The Ministry of Foreign Affairs advises staff of diplomatic missions, consular posts and international organisations to always carry their identification cards.

The Department of Diplomatic Protocol is responsible for registering of aforementioned cards.

11.2 Documents necessary for issuance of Identification cards

Foreign diplomatic missions, consular posts, official representations of intergovernmental international organisations in Georgia and institutions under bilateral international agreements shall provide the Ministry of Foreign Affairs of Georgia with:

- a) A Note/Letter
- b) 2 complete application forms (Annexe 2);
- c) 2 colour photos of 3x4 size,
- d) Photo on CD or forwarded to accreditation@mfa.gov.ge;
- e) Copy of Georgian visa (except the cases provided for by bilateral international agreements);
- f) Copy of a passport.

Accreditation card holders are obliged to notify the Department of Diplomatic Protocol on amendments to their personal information.

In particular cases, the Department, with a view to issuing a card, shall have the right to require presenting additional documents, besides the aforementioned documents.

11.3 Types of Identification Cards

After presentation of documents stipulated by Paragraph 11.2, the Department of Diplomatic Protocol of the Ministry of Foreign Affairs, in compliance with the classification, determines the need of issuing the relevant A-D, B-D, C-D, D-D, E-D, A-C, B-C, C-C, P-C, H-C, A-O or A/S-O Card to the persons concerned.

The Department within 10 working days, issues a card.

Identification Card A-D

Identification Card – (A-D) is issued to diplomatic staff, working at diplomatic missions and official representations of intergovernmental international organisations in Georgia and to members of their families for a period of their assignment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Card A-D, enjoy all privileges and immunities granted to a diplomatic agent under Vienna Convention on Diplomatic Relations, 18 April 1961.

Identification Card B-D

1. Identification Card (B-D) – is issued to administrative-technical staff working at diplomatic missions and official representations of international organisations in Georgia and to members of their families for a period of their assignment, with the exception of the persons, who are nationals of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Card B-D, enjoy privileges and immunities granted to administrative-technical staff under Vienna Convention on Diplomatic Relations, 18 April 1961.

Identification Card C-D

Identification Card (C-D) – is issued to service staff working at diplomatic missions and official representations of international organisations in Georgia, for a period of the their assignment, with the exception of the persons, who are nationals of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Card C-D, enjoy privileges and immunities granted to service staff under Vienna Convention on Diplomatic Relations, 18 April 1961.

Identification Card D-D

Identification Card (D-D) – is issued to private servants working at diplomatic missions and official representations of international organisations in Georgia, for a period of their employment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Card D-D, enjoy privileges and immunities granted to private servants under Vienna Convention on Diplomatic Relations, 18 April 1961.

Identification Card E-D

Identification Card – E-D is issued based on the principle of reciprocity and/or mutual consent, considering the legislation of the sending state, to the person accompanying the member of the staff of the mission, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, holders of Identification Cards E-D, have the right to reside in Georgia and cross the border for the period of accreditation of the member of the staff of the mission who they accompany and they do not enjoy privileges and immunities.

Identification Card A-C

Identification Card (A-C) is be issued to consular officers of consular post of a foreign country in Georgia and to members of their families for a period of their assignment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Cards A-C, enjoy privileges and immunities under Vienna Convention on Consular Relations, 24 April 1963.

Identification Card B-C

Identification Card (B-C) is issued to consular employees of consular post of a foreign country in Georgia and to members of their families for a period of their assignment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Cards B-C, enjoy privileges and immunities granted to consular employees under Vienna Convention on Consular Relations, 24 April 1963.

Identification Card C-C

Identification Card (C-C) is be issued to members of service staff of consular post of a foreign country in Georgia for a period of their employment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Cards C-C, enjoy privileges and immunities granted to members of service staff under Vienna Convention on Consular Relations, 24 April 1963.

Identification Card P-C

Identification Card (P-C) is issued to members of private staff of consular post of a foreign country in Georgia for a period of their employment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia.

Persons, who are holders of Identification Cards P-C, enjoy privileges and immunities granted to members of private staff under Vienna Convention on Consular Relations, 24 April 1963.

Identification Card H-C

Identification Card (H-C) is issued to honorary consul of a foreign country in Georgia for a period of their assignment.

Persons, who are holders of Identification Cards H-C, enjoy privileges and immunities under Chapter III of Vienna Convention on Consular Relations, 24 April 1963.

Identification Card A-O, A/S-O

The Identification Card – (A-O, A/S-O) is issued to employees of official representations of international organisations in Georgia and institutions under bilateral international agreements and to members of their families for a period of their assignment, with the exception of the persons, who are citizens of Georgia or permanently live in Georgia, unless otherwise specified by international agreement.

Persons, who are holders of accreditation cards, considering their legal status, shall enjoy privileges and immunities provided for by Convention on Privileges and Immunities of the United Nations of 1946, Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations of 1947, General Agreement on Privileges and Immunities of the Council of Europe of 1949, Convention on Special Missions of 1969 or by bilateral international agreement concluded in compliance with Vienna Convention on the Law of Treaties of 1969.

11.4 Damaged/Lost Cards

If a card is damaged or lost, a holder/mission submits a Note Verbale and other necessary documentation (see Paragraph 11.2) to the Department of Diplomatic Protocol for a new card to be issued. A Police Document (issued at any subdivision of the Ministry of Internal Affairs) on a lost card or a damaged card should respectively be submitted along with the request.

11.5 Return of Card

Accreditation card holders should return the card with the end of their term. A Note Verbale/Letter with the expired card should be sent to the Department of Diplomatic Protocol of the Ministry of Foreign Affairs of Georgia. The return of the card is a responsibility not only of the person but also a mission.

11.6 Accreditation of Family Members

1. In accordance with the status of the staff of diplomatic missions and official representations of international organisations in Georgia and institutions under bilateral international agreements Identification cards are also issued to the family members. For the purpose of accreditation the following persons are regarded as family member:

- a) spouse;
- b) child under age 18;
- c) child over age 18 years, who is under parents' guardianship or tutorship.

2. Accredited family members enjoy the same privileges and immunities as the originally entitled person, unless otherwise specified by international agreement or principal of reciprocity.

3. While defining the family member, for the purpose of this Order, the specificities of the legislation of the sending state and the agreement reached with the respective country may also be taken into consideration.

12. Immunity

12.1 Introduction to immunity

The term 'immunity' in the broadest sense covers both inviolability and immunity from jurisdiction. Inviolability means that the Georgian government may not take any coercive measures. Such measures include the arrest and remand in custody of individuals, forced access to and seizure of buildings, and seizure of goods. Immunity from jurisdiction means that Georgian courts are not competent to hear disputes where the defendant enjoys immunity from criminal or civil jurisdiction.

12.2 Persons enjoying immunity

12.2.1 Diplomatic missions

Under the provisions of the Vienna Convention on Diplomatic Relations, the following persons enjoy at least some degree of immunity:

- diplomatic agents and members of their families forming part of their households (articles 29 and 37 Vienna Convention on Diplomatic Relations);
- members of the administrative and technical staff and members of their families forming part of their households (article 37 Vienna Convention on Diplomatic Relations);
- members of the service staff in respect of acts performed in the course of their duties (article 37 Vienna Convention on Diplomatic Relations).

A general exception to this are persons having Georgian nationality or permanent residence status.

Under the provisions of the Vienna Convention on Diplomatic Relations, the following are inviolable:

- the mission's premises (article 22 Vienna Convention on Diplomatic Relations);
- its archives and documents (article 24 Vienna Convention on Diplomatic Relations);
- its official correspondence (article 27 Vienna Convention on Diplomatic Relations);
- the diplomatic courier (article 27 Vienna Convention on Diplomatic Relations);
- the diplomatic bag (article 27 Vienna Convention on Diplomatic Relations);
- the persons of diplomatic agents, members of the administrative and technical staff of missions, and members of their families forming part of their households (article 29 and 37 Vienna Convention on Diplomatic Relations);

- the private residences of diplomatic agents and of members of the administrative and technical staff of missions, their papers, correspondence and property (article 30 Vienna Convention on Diplomatic Relations);
- a diplomatic agent and members of his or her family passing through Georgia provided he or she is proceeding to take up a post or returning from a post (article 40 Vienna Convention on Diplomatic Relations).

12.2.2 Consular Posts

Under the provisions of the Vienna Convention on Consular Relations, consular officers and consular employees enjoy immunity from jurisdiction in respect of acts performed in the exercise of their consular duties (both career and honorary officers).

Under the provisions of the Vienna Convention on Consular Relations, the following are inviolable:

- the consular premises (article 31 Vienna Convention on Consular Relations);
- the consular archives (article 33 Vienna Convention on Consular Relations);
- the official correspondence of the post (article 35 Vienna Convention on Consular Relations);
- the consular courier (article 35 Vienna Convention on Consular Relations);
- consular officers, to a limited extent (article 41 in conjunction with article 43 Vienna Convention on Consular Relations);
- consular officers who are nationals of or permanently resident in the receiving state only enjoy immunity from jurisdiction and personal inviolability in respect of official acts performed in the exercise of their duties (article 71 Vienna Convention on Consular Relations).

13. Employment of Family Members of Staff of Mission

The members of the family of a diplomatic agent are not within the scope of the prohibition in Article 42 of the Vienna Convention on Diplomatic relations, which forbids any activity for personal profit by a diplomatic agent. However, paid employment, outside of the mission or provision of services for remuneration excludes the family member's entitlement to immunity from civil and administrative jurisdiction (Article 31.1(c)).

14. Security

Georgia is claimed to be a secure country, security levels in Tbilisi, in particular are high during the day as well as during the night. Georgia follows its obligation set out by 1961 Vienna Convention on Diplomatic Relations to provide all the appropriate protection for the premises and buildings of diplomatic missions and consular posts against any intrusion or damage and to prevent any disturbance of the peace or impairment of their dignity.

The protection of the premises and buildings of diplomatic missions and consular posts, as well as Heads of Diplomatic Missions are carried out with individual consideration of threats, risks and principles of reciprocity.

The Diplomatic Security Service of Security Police Department of the Ministry of Internal Affairs of Georgia, through the Ministry of Foreign Affairs, ensures security of premises of the missions accredited in Georgia and at times of the events organised by the diplomatic missions.

14.1 Protection of Diplomatic Mission

The premises of the diplomatic missions are protected with a 24-hour security service, which implies patrolling and surveying. Each unit of premises, depending on its location, size and peculiarities, has its own plan of protection. The security regime is established with due regard for the characteristic features of premises; the security officers are provided with the special equipment.

14.2 Protection of Consular Post

The protection for the premises of the consular posts is provided during working hours, it can be extended depending on the nature and level of the threats during other times based on the request of the consular post and principles of reciprocity.

14.3 Protection of Official Representation of International Organisation

The protection for the premises of the official representations of international organisations is provided upon the request of the representation depending on the nature and level of the threats and/or based on bilateral or multilateral international agreements.

14.4 Protection of Residence of Head of Mission

With respect to 1961 Vienna Convention on Diplomatic Relations, shall enjoy the same States should ensure “inviolability and protection” of the Premises of the Mission as well as Residence. Higher national safety levels allow for the protection agreements of Residences to be reviewed. Residences protection is evaluated by the Ministry of Foreign Affairs and Ministry of Internal Affairs collectively on the basis of risk assessment and principles of reciprocity.

14.5 Services offered by Security Police

Security Police Department of the Ministry of Internal Affairs of Georgia offers protection services on a commercial basis to Missions wishing to install additional security measures on the premises and buildings of diplomatic missions, consular posts and official representations of international organisations or residences. The Missions should contact the Security Police Department directly.

For further information visit <http://police.ge/en/lepl/security-police>.

14.6 Change of Address/Removing Security Guard

For the state security services, diplomatic mission, consular post and official representation of international organisation submits a written request to the Ministry of Foreign Affairs.

If the mission closes or changes the address, the Ministry of Foreign Affairs should be sent a Note Verbale requesting removal the guard.

To insure the security provided on time it is recommended that the Ministry of Foreign Affairs is notified one month earlier on providing a new mission with security service, as well on removing security guard.

14.7 Protection During National Holiday Celebrations

For the state security services during national holiday celebrations and elections, diplomatic mission, consular post and official representation of international organisation, at least 10 working days prior, submits a written request to the Ministry of Foreign Affairs indicating date, time, duration, estimated number of visitors, as well as any requirements for special traffic arrangements.

Operational subdivisions of the Ministry of Internal Affairs, within the frames of its competence, if required, can jointly administer the protection of the event with the Diplomatic Security Service.

14.8 Protection During Elections

During the elections held in the relevant country if an opening of a polling station of the foreign country in Georgia is desired, the mission can submit a written request to the Ministry of Foreign Affairs to ensure protection of the polling station. The Ministry of Internal Affairs, upon receiving an application from the Ministry of Foreign Affairs, insures the protection of the elections process.

15. Polling Stations

Missions may open polling stations for elections in their sending States without special authorization. The relevant notification should be sent in advance to the Ministry of Foreign Affairs of Georgia.

16. Parking Near Diplomatic Missions, Consular Posts and Official Representations of International Organisations

In accordance with international practice, parking places for foreign missions are allocated near their premises. Parking bays on the public road are assigned depending on the location of the mission or residence or principles of reciprocity.

Parking bays should be requested in a Note Verbale sent to the Ministry of Foreign Affairs, which on its part will forward the request to the municipal authorities.

17. Traffic Regulations

Ministry of Foreign Affairs strives to achieve safety on roads in Georgia for both its citizens and citizens of foreign countries including Diplomatic Corps accredited in Georgia. With respect to 1961 Vienna Convention on Diplomatic Relations and internationally adopted practices “to respect the laws and regulations of the receiving State” (1961 Vienna Convention of Diplomatic Relations), traffic violations and non-compliance with the Police are a serious offence punishable by law (*Law of Georgia on Road Traffic Safety*) and should be respected by all diplomatic missions, international organisations and consular posts accredited in Georgia.

17.1 Flagging Down Vehicles

In compliance with Georgia’s Traffic Regulations, all motor vehicles regardless of the diplomatic, service or other special number plates can be pulled over if the police so request. It is imperative to abide by the rules of the *Law of Georgia on Road Traffic Safety*. Privileged persons who commit a traffic offence are liable to be issued a Police Notice.

17.1.1 Drivers not Enjoying Rights and Privileges

If a driver who commits a traffic offence is in a vehicle with a diplomatic, service or other special number plate does not enjoy rights and privileges of 1961 Vienna Convention on Diplomatic Relations, 1963 Vienna Convention or any other international bilateral agreement, he/she is liable to be fined and subjected to alcohol testing.

17.1.2 Drivers Enjoying Rights and Privileges

If a driver commits a traffic offence in a vehicle with a diplomatic, service or other special number plate and enjoys rights and privileges of 1961 Vienna Convention on Diplomatic Relations, 1963 Vienna Convention or any other international bilateral agreement, he/she will be issued a Police Notice. Police Notice will contain name, position of the driver and details on the administrative law violated. The Notice is forwarded to the Mission via the Ministry of Foreign Affairs. The Department of Diplomatic Protocol of the Ministry of Foreign Affairs makes a record of the traffic violations made by the Diplomatic Corps.

17.2 Video Patrolling and Alcohol Test

Video Patrolling is in place to ensure road safety. A vehicle with a diplomatic, service or other special number plate that violates a traffic regulation is issued a Police Notice which is forwarded to the Mission by the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. All recordings of traffic violations can be viewed on www.police.ge. Driving under the influence of alcohol, drugs or certain medicines is an offence which carries criminal sanctions. For safety reasons, privileged persons are advised to agree to undergo an alcohol test if requested to do so by a police officer. The alcohol test shows whether a driver has exceeded the statutory limit (currently a blood alcohol limit is 0.03% *promille*).

17.3 Speed limit

Exceeding the speed limit is also prohibited for all drivers regardless of their status.

17.4 Seat Belts

According to the *Law of Georgia on Road Traffic Safety* seat belts are compulsory for driver and passengers sitting next to the driver in all passenger vehicles except public city busses.

17.5 Parking Regulations

Members of the staff of the diplomatic missions, consular posts and official representations of international organisations and their family members accredited in Georgia are also expected to comply with parking regulations. According to the *Law of Georgia on Road Traffic Safety*, a vehicle must not be parked in the places where it is prohibited by a traffic control device. Illegal parking is furthermore damaging to the image of the diplomatic missions and career consular posts. If illegally parked vehicles pose a concrete danger to the lives or health of other road users, or seriously obstruct traffic, e.g. if they are blocking the entrance to a hospital or obstructing movement of public transport, even vehicles with special number plates may be removed.

18. Serious Infringements

In case of serious or repeated infringements, Department of Diplomatic Protocol of the Ministry of Foreign Affairs of Georgia will take various measures ranging from a simple warning to Police Notice.

19. Motor vehicles

19.1 Types of Number Plates

To help perform official duties, diplomatic missions, consular posts and official representations of international organisations are issued distinctive number plates for their vehicles.

Registration of motor vehicles owned by foreign diplomatic missions, consular posts and official representations of international organisations is carried out the Service Agency (LEPL) of the Ministry of Internal Affairs of Georgia.

Number plate categories:

- a) Number plates with white letters CMD on the dark red background are issued for registration or temporary registration of motor vehicles owned by heads of diplomatic missions, accredited in Georgia;
- b) Number plates with white letters D on the dark red background are issued for registration or temporary registration of motor vehicles owned by members of diplomatic staff of diplomatic missions, international organisations;
- c) Number plates with white letters AS on the green background are issued for registration or temporary registration of motor vehicles owned by administrative-technical and service staff of diplomatic missions, international organisations and consular posts;
- d) Number plates with white writing "CC" on the dark red background are issued for registration or temporary registration of motor vehicles owned by consul general and members of consular posts;
- c) Honorary Consulates are issued a special vehicle sticker with letters HC indicating the status of the driver.

19.2 Initial Registration of Vehicle

While opening a diplomatic mission, consular post or official representation of the international organisation in Georgia, in order to register its first motor vehicle, the Mission notifies the Ministry of Foreign Affairs in writing, which, on its part, mediates between the Mission and the Service Agency. A diplomatic mission, consular post or official representation of the international organisation is allocated a number plate serial code after which it should apply directly to the Service Agency of the Ministry of Internal Affairs.

19.3 Registering Vehicles after the first Vehicle has been Registered

Further issuing of the number plates is carried out on the basis of a written request sent by the diplomatic mission directly to the Service Agency of the Ministry of Internal Affairs.

Rules of registration of motor vehicles are regulated by the Directions “On Rules of compulsory registration of motor vehicles” approved by the Order of the Minister of Internal Affairs of Georgia.

19.4 Documents Necessary for Initial and Further Registration of Vehicles for Missions

Diplomatic missions, consular posts and official representations of international organisations upon registering its first vehicle, present following documents to the Service Agency of the Ministry of Internal Affairs:

- A letter of request;
- Customs declaration;
- Power of attorney for an authorized person carrying out the registration;
- Inspection certificate;
- Payment receipt.

Service fees for an imported vehicle:

Number plates: 80 GEL
Technical Passport: 35 GEL
Inspection: 20 GEL
Declaration: 30 GEL

Service fees for a non-imported vehicle:

Number plates: 80 GEL
Technical Passport: 35 GEL

Please note that the service fees may be subjected to change. For more accurate information contact Service Agency of the Ministry of Internal Affairs.

Find contact information on:

<http://police.ge/en/lepl/service-agency>

19.5 Documents Necessary for Registration of Vehicles Owned by Members of Missions

The staff of foreign diplomatic missions and international organisations upon registering a vehicle, present following documents to the Service Agency of the Ministry of Internal Affairs:

- Customs declaration and/or vehicle registration certificate;
- Inspection certificate;
- Application;
- Payment receipt;
- An accreditation card issued by the Ministry of Foreign Affairs or Power of Attorney for an authorized person carrying out the registration.

Service fees for an imported vehicle:

Number plates: 80 GEL
Technical Passport: 35 GEL
Inspection: 20 GEL
Declaration: 30 GEL

Service fees for a non-imported vehicle:

Number plates: 80 GEL
Technical Passport: 35 GEL

Please note that service fees may be subjected to change.

19.6 Alienation of Vehicles

If vehicle is alienated by the staff of foreign diplomatic missions and international organisations, following documents are presented to the Service Agency:

- Customs declaration and/or vehicle registration certificate;
- Inspection certificate;
- Joint application;
- Payment receipt;
- An accreditation card issued by the Ministry of Foreign Affairs or Power of Attorney for an authorized person carrying out the registration.

Please note that service fees may be subjected to change.

19.7 Removal from Register

Motor vehicles are removed from register on the basis of application made by the owner of a motor vehicle. Following documents should be presented to the Service Agency of the Ministry of Internal Affairs:

- Customs declaration and/or vehicle registration certificate;
- Inspection certificate;
- Joint application;
- Payment receipt;
- An accreditation card issued by the Ministry of Foreign Affairs or Power of Attorney for an authorized person carrying out the registration.

Motor vehicles are removed from register in following cases:

- a) Transportation of a motor vehicle outside Georgia;
- b) Car write-off;
- c) Termination of temporary registration

A diplomatic mission may request to retain diplomatic/service number plates beyond the state borders of Georgia on vehicles owned by the mission after its removal from the register. A number plate which will be reissued for another vehicle only upon its return to the Service Agency of the Ministry of Internal Affairs.

Service costs of removal from registration:
Inspection – 20 GEL

Service costs of removal from registration and export:
Inspection – 20 GEL
Declaration – 30 GE

Please note that service fees may be subjected to change.

19.8 Loss of Number Plates

If the number plates are lost or damaged, missions can be reissued a registration certificate or a number plate. An application of the authorized person should be made to the Service Agency of the Ministry of Internal Affairs along with the damaged number plates, and in case of loss, a registration certificate and 80 GEL fee.

Please note that service fees may be subjected to change.

19.9 Number of Registered Vehicles

Missions accredited in Georgia, staff of missions and their family members are not limited in the number of vehicles they can register.

20. Driver's License

20.1 Driver's License Issued by Foreign Country

Foreign driver's license is valid for a period of one year after the entry to Georgia.

20.2 Applying for Georgian Driver's License

Members of staff of foreign diplomatic missions in Georgia should present following documents to the Ministry of Foreign Affairs of Georgia:

- Note Verbale/letter of request indicating name, position, address, passport number and relevant categories of vehicles the person is permitted to drive; confirming that it has not been cancelled or suspended;
- A copy of a national driver's license translated and sealed by the mission;

The applicant should next present following documents to the Service Agency of the Ministry of Internal Affairs:

- An identification card issued by the Ministry of Foreign Affairs;
- Payment receipt of 15 GEL

Please note that service fees may be subjected to change.

21. Firearms

Firearm registration for Georgian and foreign citizens is regulated by the Governmental Order N162 of 1 September 2005.

21.1 Purchase and Possession of Firearms

1. Firearm possession is regulated by the Law of Georgia on Firearms adopted on 1 July 2003. Members of diplomatic missions can purchase and store firearms on premises of the mission and residence of heads of mission.
2. Ministry of Internal Affairs issues a permit on purchase of firearms.
3. It is not permitted for members of missions to carry firearms.

21.2 Sport, Hunting and other Non-Lethal Arms

Please refer to the Subparagraph 1 of the Paragraph 18.1.

Diplomatic missions, consular posts and official representations of international organisations should submit an application for possession and carrying of sport, hunting and other non-lethal arms at the Service Agency (LEPL) of the Ministry of Internal Affairs.

Following documents should be attached:

- A certificate confirming the ownership;
- ID card or residence card;
- Medical certificate;
- Firearm examination certificate;
- Payment receipt;
- Service payment receipt;
- Written consent of the foreign side on the purchase of the firearm.

21. 3 Security Officers Accompanying Delegations

The Ministry of Foreign Affairs or the Embassy should send a Note Verbale in advance to the Ministry of Foreign Affairs of Georgia stating names, positions and passport numbers of security officers accompanying foreign delegations. Technical specification and serial numbers of their firearms should also be included as an attachment to a Note Verbale. The Ministry of Foreign Affairs informs Special State Protection Service of Georgia which issues a permit on firearms for the time of the visit. The period of import of firearms should not be exceed the time of the visit.

22. Radio Frequency Permits

In compliance with Article 27 of the Vienna Convention on Diplomatic Relations, a foreign mission may install and use a wireless transmitter only with the consent of the receiving state. Regulations on use of radio telecommunications in Georgia are stipulated by the Law of Georgia on Electronic Communication.

In order to apply for the radio frequency permit, a foreign mission must submit a Note Verbale to the Department of Diplomatic Protocol of the Ministry of Foreign Affairs. The Note must contain information on the type, make and model of the radio telecommunications, desired radio frequency, capacity (power), and operational area and time. Upon the notification of the Ministry of Foreign Affairs Radio frequency permits are issued by the Georgian National Communications Commission within 6-8 weeks.

For further information please contact: Radio Frequency Management Department +995 32 239 80 82.

23. Tax Privileges

According to the 1961 Vienna Convention on Diplomatic Relations and 1963 Vienna Convention on Consular Relations foreign diplomatic representations and consular posts enjoy the rights and privileges in the receiving state to ensure the sufficient performance of the functions of missions and not for the personal benefit of their staff.

Tax exemptions for missions, members of the staff of missions and their family members in Georgia are regulated in compliance with bilateral and multilateral agreements and Georgian Legislation. Georgian regulations on tax exemptions for goods and services are:

- Tax Code of Georgia
- Order N996 of the Minister of Finance of Georgia of December 31, 2010 on “Administration of Taxes”
- Order N290 of the Minister of Finance of Georgia of July 26, 2012 on “Movement and Clearance of goods on customs territory of Georgia”
- Resolution of the Government of Georgia of March 30, 2010 N96 on “Approval of Service Fees and Tariffs for Services” provided by the Legal Entity of Public Law - Revenue Service of the Ministry of Finance of Georgia.

23.1 Beneficiaries

Pursuant to the Georgian legislation, following bodies are entitled to tax exemptions:

1. Diplomatic missions and consular posts in Georgia;
2. Official representations of international organisations in Georgia, if provided by bilateral or multilateral international agreements;
3. Diplomatic agents of diplomatic missions and their family members forming part of their households, provided that they are not nationals of or permanent residents of Georgia;
4. Consular officers and family members forming part of their households, provided that they are not nationals of or permanent residents of Georgia.
5. Honorary Consuls (only on consular premises (Article 60, 1963 VCCR); “custom duties, taxes and related charges” while importing goods “provided that they are for official use of a consular post headed by an honorary consular: coats of arms, flags, signboards, seals and stamps, books, official printed matter, office furniture, office equipment and similar articles supplied by or at the instance of the sending State to the consular post” (Article 62, 1963 VCCR).
6. Members of the staff of official representations of international organisations and their family members forming part of their households, provided that they are not nationals of permanent residents of Georgia as stipulated by bilateral or multilateral international agreements.
7. Administrative and technical staff of diplomatic missions and consular posts, provided that they are not nationals of or permanent residents of Georgia;
8. Administrative and technical staff of official representations of international organisations, as stipulated by bilateral or multilateral international agreements provided that they are not nationals of or permanent residents of Georgia.

23.2 Registration at Revenue Service

Diplomatic mission, consular post and official representations of international organisations and their members are registered at the Revenue Service of the Ministry of Finance of Georgia.

23.2.1 Registration of Mission

In order to be registered, the mission applies to the Ministry of Foreign Affairs of Georgia; a Note Verbale/letter should include the information about the legal address of the mission, name of the Head of the Mission. If the registration procedures are carried out by the representative and not by the member of the mission, the special warrant should also be enclosed.

23.2.2 Registration of Members of Mission

The member of the mission should apply for accreditation upon his/her arrival in Georgia (Paragraph 11). After the accreditation card is registered the Department of Diplomatic Protocol of the Ministry of Foreign Affairs registers the member of the mission at the Revenue Service of the Ministry of Finance of Georgia.

23.3 Tax Exemptions

In accordance with the Georgian legislation, beneficiaries referred to in Paragraph 18.2 enjoy following tax privileges:

23.3.1 Tax Exemption for Honorary Consuls on Imported Goods

Honorary Consul should refer to the Department of Diplomatic Protocol of the Ministry of Foreign Affairs with an Official Letter for tax exemptions on imported goods. Tax Exemption will be granted strictly on the basis of regulations stipulated by Article 60 of 1963 Vienna Convention of Consular Relations (see Paragraph 20.1).

23.4 Income Tax

Income received by a member of a diplomatic mission, consular post or official representation of an international organisation accredited in Georgia is exempt from income tax (Article 82, Tax Code of Georgia, Order N996 of the Minister of Finance of Georgia).

23.5 Property Tax

According to Tax Code of Georgia, property of a diplomatic mission accredited in Georgia, except for those used for economic activities, is exempt from property tax.

23.6 VAT Exemption

According to Tax code of Georgia, goods and services intended for official and personal use of members of foreign diplomatic missions and representations enjoying similar status, as well as their family members are exempt from VAT (18%).

23.7 How to apply for VAT Exemption

In order to obtain VAT exemption member of diplomatic mission should:

If the whole sum does not exceed 100 GEL

Member of a mission provides accreditation card issued by the Protocol Department of the Ministry of Foreign Affairs, certifying their status and identity. In this case vender is not obliged to issue a VAT invoice unless it is requested by a member of diplomatic mission.

If the whole sum exceeds 100 GEL:

Member of a mission provides accreditation card issued by the Protocol Department of the Ministry of Foreign Affairs, certifying their status and identity, and the vender issues a VAT invoice.

No limits are set for the price and the amount of the goods purchased without VAT by the Diplomatic Mission and its members.

23.8 Import Tax

The import or temporary admission of the goods intended for the official use of foreign diplomatic missions, consular posts, official representations of international organisations and for the personal use of the members of the diplomatic and administrative-technical staff, consular officers and employees including their family members accredited in Georgia is exempt from import charges except for those cases stipulated by Paragraph 23.8.

23.8.1. Import Tax Exemption

In order to obtain the exemption from import charges, appropriate documents certifying the status of the importer (the accreditation card issued by the Ministry of Foreign Affairs) should be submitted to the clearance body.

Importing goods for official use of foreign diplomatic missions and for personal use of diplomatic and administrative-technical staff and their family members is released from the mandatory marking of goods with excise stamp.

24. Tax Refund

The standard rate of VAT in Georgia is 18% of the taxable value. If a diplomatic mission or member thereof pays VAT, he/she can apply for VAT refund to the Revenue Service of the Ministry of Finance of Georgia no later than 3 months after purchasing goods, regardless of the amount taxed and get a tax refund (Order of the Minister of Finance of Georgia N996). Similar VAT refund rules apply for services.

The application (Online on <https://eservices.rs.ge/ServiceRequestNew.aspx?p=128>) should be accompanied by the receipt and an invoice issued by the vender on goods/services purchased. The application on the tax refund should be made to the Revenue Service of the Ministry of Finance of Georgia no later than 3 months after purchasing goods/services.

The application made by the diplomatic mission can also request the tax refund for goods/services purchased by the member of the mission for personal use. Family members of the members of diplomatic missions can also make an application for the tax refund on goods/services purchased for their personal use as well as on behalf of other family members.

The Revenue Service reviews the application for a tax refund and if a discrepancy is found in the application, the applicant is informed with 3 days after which he/she is given 15 days for re-submission. If the applicant fails, he/she can submit the application anew.

Once the Revenue Service approves the application, as stipulated by Article 63, the Order of the Minister of Finance of Georgia N996, the amount is deposited to the applicant's bank account within one month.

25. Custom Charges Examination

25.1 Diplomatic and Consular Bag

Diplomatic or consular bag that consists of documents and goods foreseen solely for official use and has a clearly visible external sign (mark) that refers to its contents is free from the customs examination, the authorized person from the embassy can collect/send it upon presenting his/her accreditation card and a respective waybill.

Diplomatic and consular bag/mail shall not be opened nor detained. If there is reasonable doubt that diplomatic bag/mail does not correspond to what has been declared, customs has the right to ask that the addressee or an authorized person of the sending state open the bag/mail in the presence of a customs official. In the case of refusal to open the mail, it shall be sent back at the expense of the sender (1963 VCCR).

25.2 Simplified Customs Procedures

Goods intended for the official use of foreign diplomatic missions, consular posts, official representations of international organisations accredited in Georgia and for the personal use of the members of the diplomatic, administrative-technical and consular staff (except members of the service staff) of the missions including their family members can be cleared by filing a simplified customs declaration form and there is no fee for the clearance services provided by the Revenue Service of the Ministry of Finance of Georgia.

In order to clear goods the mission should comply with the following simplified customs procedures: authorized person from the mission should present the letter sealed and signed with the mission's authorized signatory at the Customs Clearance Zone of the Revenue Service

of Georgia. The letter should include information on the quantity, weight and the destination of goods as well as the number of the waybill which also has to be submitted.

25.3 Customs Crossing Points

The simplified customs procedures are performed at the Customs Crossing Points (CCP) and Customs Clearance Zones (CCZ) of the Customs Department of the Revenue Service of Georgia as per Annexe 3.

26. Alienation of Goods

Goods subject to exemption fall under the customs supervision. If import charge exempted goods are alienated to a person or organisation not enjoying tax privileges (see Paragraph 18.2), then tax benefits will still be applicable to those goods and they will remain under customs supervision.

26.1 Tax Payable by Persons Enjoying Tax Privileges

In case of alienation to a person not enjoying tax privileges all relating taxes and charges should be paid as stipulated by Paragraph.

1. Car excise + income tax (members of missions pay 20%, missions 15%).
2. On other goods income tax should be paid (members of missions pay 20%, missions 15%).

26.1.1 Selling Car within 6 months of Import

If the car within 6 months of import is sold to a person or organisation not enjoying tax privileges, car excise and income tax (members of missions pay 20%, missions 15%) should be paid before completing the alienation process. The Service Agency of the Ministry of Internal Affairs will be unable to process otherwise; Revenue Service of the Ministry of Finance monitors such transactions to ensure their lawfulness.

26.1.2 Selling Property within 2 years of Purchase

If the property within 2 years of purchase is sold to a person or organisation not enjoying tax privileges, relevant charges should be paid before completing the alienation process. The Ministry of Justice will be unable to process otherwise; Revenue Service of the Ministry of Finance monitors such transactions to ensure their lawfulness.

27. Resident Employees

Diplomatic mission, consular post and official representations of international organisations should inform the Ministry of Foreign Affairs on hiring Georgian citizens or permanent residents of Georgia who by Law are liable to pay income tax. The Note Verbale/letter should include:

1. Name and Surname.
2. Date of Birth.
3. Personal ID number.
4. Position at the mission and salary.
5. Copy of National Identity Card attached.

Based on the Note Verbale, Ministry of Foreign Affairs of Georgia informs the Revenue Service and Financial Police of the Ministry of Finance of Georgia.

It is recommended that mission assist their Georgian or employees with Georgian residency in lawfully paying their income tax. Tax fraud is a criminal offense punishable by law.

In addition, the diplomatic mission, when paying the salary to Georgian citizen or permanent resident of Georgia, is under no obligation to withhold income tax. The recipient must pay income tax monthly, no later than 15th of the following accounting month. The recipient must submit the tax return, no later than 1 April of the following fiscal year (Article 34, Order of the Minister of Georgia N966).

Missions can voluntarily become a tax agent (withhold incometax) and inform the Revenue Service.

28. Dual Citizenship

Exemptions are not available to any staff member who is a citizen or permanent resident of Georgia. Where staff members have both Georgian and foreign nationality, Georgian nationality prevails.

29. Additional information

In order to receive additional information, please contact the service centre of Revenue Service of the Ministry of Finance of Georgia on (+995 32) 2 299-299; (+995 32) 2 262 810; (+995 32) 2 262 811.

Part II

High Rank Delegation Visits in Georgia

This part of the Guide covers information on types of visits of Ministers of Foreign Affairs/Secretary Generals of International Organisations or Deputy Ministers of Foreign Affairs/Deputy Secretary Generals of International Organisations and protocol procedures relating to their organisation.

There are following types of visits which differ in arrival/departure, program, meetings, format:

1. Official visit.
2. Working visit.
3. Unofficial visit.
4. Private visit.

1. Official Visit

1.1 Arrival/Departure

- VIP Lounge of the Tbilisi International Airport is used during the arrival and departure of the Minister of Foreign Affairs;
- High Representative of the Ministry of Foreign Affairs of Georgia meets/bids farewell to the Minister of Foreign Affairs;
- Red carpet is laid out in the airport for the arrival of the Minister of Foreign Affairs;
- Guard of Honour is present.

1.2 Format

Charges for the hotel stay and breakfast of the Minister of Foreign Affairs and the spouse + 1 are covered by the Ministry of Foreign Affairs of Georgia. This can be changed according with the principles of reciprocity.

1.3 Program

The Minister of Foreign Affairs meets with the President, Prime Minister and the Minister of Foreign Affairs of Georgia. Joint press conference with the Minister of Foreign Affairs of Georgia in the Ministry is scheduled. The Ceremony of Laying Wreath on the Tomb of and Unknown Soldier is scheduled during the visit. Official lunch or dinner is hosted in honour of the Minister.

1.4 Transportation

Transportation during the visit is provided by the Ministry of Foreign Affairs of Georgia.

2. Working Visit

2.1 Arrival/Departure

- VIP Lounge of the Tbilisi International Airport is used during the arrival and departure of the Minister of Foreign Affairs;
- Representative of the Ministry of Foreign Affairs of Georgia meets/bids farewell to the Minister of Foreign Affairs;

2.2 Format

Charges for the hotel stay and breakfast of the Minister of Foreign Affairs and the spouse is covered by the Ministry of Foreign Affairs of Georgia. This can be changed according with the principles of reciprocity.

2.3 Program

The Minister of Foreign Affairs meets with the Minister of Foreign Affairs of Georgia. Meetings with other high ranking officials of Georgia can be arranged upon a prior written request to the Diplomatic Protocol Department of the Ministry of Foreign Affairs.

2.4 Transportation

Ground transportation during the visit is provided by the Ministry of Foreign Affairs of Georgia.

3. Private Visit

Meetings with high ranking officials are not organized by the Ministry of Foreign Affairs of Georgia. Transportation, accommodation and other charges relating to the Private Visit of the Minister of Foreign Affairs are not covered by the Ministry of Foreign Affairs of Georgia.

Ministry of Foreign Affairs may assist in the program for the visit, however, all charges should be covered by the foreign government.

Part III

Airport

1. Aviation Security Procedures

Regulations pertaining to the airport security, which are of crucial importance, are an internationally established norm and are observed to ensure the safety and security of not only an individual, but all travelers.

The Aviation Security Manual (Doc 8973) of the International Civil Aviation Organisation (ICAO) assists its Contracting States by providing them with guidance on how to apply its Standards and Recommended Practices.

Based on the aforementioned standards and recommendations the procedures for the Aviation Security in Georgia are established by National Programme for Safeguarding Civil Aviation Against Acts of Unlawful Interference (National Programme of Civil Aviation Security) approved by Order №283 of 30 May 2008 of the President of Georgia.

With respect to 1961 Vienna Convention on Diplomatic Relations and pursuant to the aforementioned regulations all passengers and non-travelling visitors of the Tbilisi International Airport (including persons possessing diplomatic immunity) are expected to comply with the safety and security procedures of the airport authorities.

Upon entering Tbilisi International Airport, everyone is subject to security procedures. There are two security check points at the airport entrance and at the entrance to the boarding area.

During a security check persons and their luggage are screened and/or searched before entry to the airport and before air travel is permitted. Checks are compulsory and are in the best interest of all visitors of the airport and the aircraft.

The exception to the abovementioned procedure is official diplomatic mail, which is sealed and clearly marked.

2. Airport Passes

Diplomatic missions, consular posts and official representations of international organisations accredited in Georgia in order to perform their official duties may need to have access to restricted zones of Tbilisi International Airport, with this purpose they may request the airport passes of Tbilisi International Airport.

2.1 Conditions for Issuing Airport Passes

Access to the restricted zones of Tbilisi International Airport is strictly controlled for security reasons and it may not always be possible to enter certain areas. Airport pass holders should be granted access to restricted zones insofar as it is necessary to carry out their official duties.

The airport passes for a period of one year may be issued to the employees of diplomatic missions, consular posts or official representations of international organisations accredited in Georgia, in order to perform following duties: collect or dispatch a diplomatic bag/post/cargo; meet and see off official delegations; fulfill consular functions.

2.2 Number of Airport Passes

Due to the security reasons every diplomatic mission, consular post and official representation of international organisation accredited in Georgia is eligible for a limited number of personal airport passes. With respect to principles of reciprocity and under conditions stipulated in the Paragraph 2.1 a mission may apply for a reasonable amount of airport passes.

2.3 Restricted Areas of Tbilisi International Airport

Diplomatic mission, consular post and official representation of international organisation accredited in Georgia may request access for its **diplomatic agents, consular officers and employees of international organisations** (depending on the official duties they need to fulfill) to the following restricted areas of Tbilisi International Airport: **departure zone; arrival zone; luggage claim zone; CIP zone; airport apron.**

In general, access to the gate area in order to meet and greet visitors not associated with official duties is not permitted. When entering a restricted zone or a controlled area, airport passes must be swiped through the relevant security card readers. If a pass holder is unable to enter a certain area, it may be due to entering either a prohibited zone or taking a route that is not permitted. Should a pass holder encounter such problem, they should seek help from security staff of the airport.

2.4 Diplomatic Pouch

Diplomatic missions, consular posts and official representation of international organisations accredited in Georgia are allowed to request maximum of two airport passes permitting access to the airport apron only for members of the mission who are in charge of collecting or dispatching a diplomatic pouch/bag/cargo.

If the mission needs to transport heavy or large size diplomatic cargo, there are several cargo terminals providing appropriate services (Annexe 3).

2.5 General Course of Aviation Security

In compliance with the airport regulations that are based on the recommendations of International Civil Aviation Organisation (ICAO), in order to obtain the airport passes it is compulsory to complete the General Course of Aviation Security offered by the Aviation Security Training Center of United Airports of Georgia. The duration of the course is 3 hours (two days). Upon the completion of the course, Training Centre issues a certificate which is valid for two years. The Training Centre can offer individual or group training. The course fee may vary depending on the type of the training and it should be paid directly to the United Airports of Georgia.

For more information about the course missions should contact Aviation Security Training Center:

+995 32 248-73-21; +995 32 248-73-52 or +995 599 234 222.

2.6 Procedures for Issuance of Airport Passes

1. Mission sends Note Verbale attached with all necessary documents specified in Paragraph 2.6.1 to the Ministry of Foreign Affairs.
2. The Ministry submits relevant notification along with application form and other required documents to United Airports of Georgia, Customs Department "Tbilisi Airport" of the LEPL Revenue Service and the Border and Migration Control Division of Patrol Police Department "Tbilisi Airport".
3. The Ministry of Foreign Affairs of Georgia confirms the approval of the application to the mission after the necessary procedures are completed.
4. Upon the approval the member of the mission should complete General Course of Aviation Security (see Paragraph 2.5).
5. The mission presents the certificate of the completion of the course together with the receipt of the airport pass fee payment to the Pass Control Office of the United Airports of Georgia.

6. After completing all abovementioned procedures the airport pass is ready to be collected from the Pass Control Office of United Airports of Georgia (see Paragraph **2.6.3**).

2.6.1 Requesting Airport Passes

The Note Verbale of the mission sent to the Ministry of Foreign Affairs of Georgia in order to obtain access to the restricted areas of Tbilisi International Airport should clearly specify the restricted zone/s to which the employee of the mission needs to have access to and should indicate the purpose of the request, as well as the name, surname and position of the person/s to be issued airport passes.

The Note Verbale should be accompanied by:

- filled application form sealed and signed with the mission's authorized signatory;
- copy of the passport of the applicant;
- copy of the identity card of the applicant;
- biometric photo of the applicant on CD.

The request will not be accepted if the application form is incomplete or does not contain the full information that is requested. Within 14 days of receiving letter from the Ministry of Foreign Affairs, the Pass Control Office of the United Airports of Georgia issues airport passes for a period of 1 year.

2.6.2 Renewal of Airport Passes

A mission should submit a Note Verbale and relevant documents (see Paragraph 2.6.1) to the Ministry of Foreign Affairs together with the expired airport pass.

2.6.3 Collecting Airport Passes

The airport pass should be collected by the applicant from the Pass Control Office of the United Airports of Georgia. Passports/accreditation cards are required as proof of identification. The fee of the airport pass issued for a period of one year is paid in advance to the account number of the United Airports of Georgia. The payment receipt should be presented in order to collect the airport pass.

2.7 Single-Use Passes

Honorary Consuls are issued single-use passes (valid for 24 hours) to have a temporary access to the restricted areas of Tbilisi International Airport in order to perform their official duties. Missions may request single-use passes for their local and foreign staff who need to perform official duties.

With this purpose, the mission should submit a Note Verbale (see Paragraph 2.6.1) to the Ministry of Foreign Affairs at least 5 days in advance. The Note Verbale should be accompanied by:

- copy of the passport of the applicant;
- copy of accreditation card of the applicant.

5 working days after sending the Note of request to the Ministry of Foreign Affairs the single-use pass can be collected from the Pass Control Office of the United Airports of Georgia by the applicant. Passports or accreditation cards are required as proof of identification.

The single-use passes are free of charge. Mission may request maximum of 5 single-use passes a month per person. Single-use pass holders must be accompanied by a full pass holder when entering restricted areas of Tbilisi International Airport.

2.8 Correct Use of Airport Passes

The misuse of an airport pass could result in that pass being confiscated from the holder. Airport passes must only be used for official duties and not for private use. Passes must be clearly visible on outer clothing while in restricted areas of the Tbilisi International Airport.

There is a penalty charge on airport passes returned more than 30 days later from their expiry

2.9 Lost or Stolen Passes

In an airport pass is lost, its holder needs to report it to the Ministry of Foreign Affairs of Georgia as soon as possible. All cards reported lost or stolen will be blocked by the Pass Control Office of the Tbilisi International Airport.

For the issuance of a new airport pass the relevant fee, including the penalty charge, has to be paid.

2.10 Access for Vehicles to the restricted zones of the Airport

In accordance with the airport regulations the vehicle passes allowing access to the restricted areas of Tbilisi International Airport are issued only to the vehicles of the aviation industry, special vehicles of the organisations carrying out duties directly related to the functioning of the airport, if requested, to the emergency vehicles and bank armored cars. Any other means of transport are not permitted on the territory of Tbilisi International Airport.

If a mission needs to transport the diplomatic cargo, there are following cargo terminals that provide complete cargo handling service at Tbilisi International Airport.

Their contact information can be found on: <http://www.gcaa.ge/eng/satvirtoterminallebi.php>

3. Services at Tbilisi International Airport

3.1 Governmental Hall of Tbilisi International Airport

The Governmental Hall of Tbilisi International Airport is designed for a use for high rank officials and is protected by the Special State Protection Service.

The list of the senior foreign dignitaries who are eligible to use the Governmental Hall at Tbilisi International Airport is stipulated by 21 March 2005 Order of the President of Georgia N154.

According to the abovementioned Order, Ambassadors accredited to Georgia and accompanying family members may use the Governmental Hall of Tbilisi International Airport on their first arrival and final departure. With this purpose, the relevant Diplomatic Mission should send notification to the Ministry of Foreign Affairs indicating the date of arrival and/or departure of the head of the mission and full names and positions of accompanying persons.

3.2 Tbilisi International Airport CIP Service

Travelers seeking special personalized service at Tbilisi International Airport can request CIP Service a commercial basis. Tbilisi International Airport offers Primeclass CIP Service with individual care in an exclusive environment. CIP service may be used by anyone traveling by business class or simply by pre-booking, with the aid of CIP passenger service staff.

Upon arrival, at Tbilisi International Airport, passengers will be met by CIP agents and escorted through all procedures at the airport, bypassing waiting lines.

The same personalized and comprehensive service is provided upon departure. A uniformed airport representative and a porter will wait for clients at the terminal entrance of the airport. Travelers will be escorted through all airport procedures including security, until boarding the aircraft.

The passengers can also enjoy the comfort and peace of the Airport's lounge, which is open 24/7.

Additional information can be found on: <http://www.airport.ge/Tbilisi-Airport-Cip-Service.html>

3.3 Duty Free Stores

There are 3 Duty Free stores located in the Departures Terminal of the Tbilisi International Airport. Prices are in Euros but Lari and other convertible currencies as well as credit cards are acceptable. The duty free goods can be purchased by the travellers flying abroad who hold a valid boarding pass.

Passengers are permitted to carry through the security checkpoints all liquids purchased at Duty Free on the day of their flight provided these items are placed in a transparent, tamper-evident bag sealed on purchase by the duty-free sales staff. These duty-free items have already been previously controlled.

Please take note that regulations in some other countries concerning liquids in hand luggage onboard aircraft may differ from those applicable for Georgia. Consequently, we recommend checking regulations on transportation of liquids in hand luggage before departure at the consulate or embassy of the country you are travelling to.

3.4 Parking at Tbilisi International Airport

The car park at Tbilisi International Airport is designed to comfortably accommodate requirements of all airport customers. There are 2 entry and 2 exit points at the main car park in front of the terminal. Vehicles enter the car park through the electronic entry barrier. Total car park capacity is 370 cars. The free drop off point is also available in front of the terminal.

Besides the main car park, on the right side of the terminal there is a CIP Primeclass car park, where there is one entrance and one exit passing the electronic barrier.

There is a different fee for each parking area depending on the length of stay.

For the convenience of the diplomatic missions accredited in Georgia there are 5 parking places provided for the vehicles with diplomatic number plates in the CIP Primeclass car park area. Parking places designated for the vehicles with diplomatic number plates are clearly marked with CD sign and are free of charge.

If a parking space designated for the use of vehicles with diplomatic number plates is occupied by a non-diplomatic vehicle, Primeclass CIP Service staff may arrange for the vehicle to be removed.

Contact number: +995 32 2 310 330 or +995 32 2 310 331.

Please check the website of the Ministry of Foreign Affairs for further updates on these procedures.

For additional information please contact the Department of Diplomatic Protocol of Ministry of Foreign Affairs of Georgia: 294-50-00 (ext: 22-06/22-11).

Annexe

Annexe 1

Useful Links

Georgian Officials

<https://www.president.gov.ge/>
President of Georgia

<http://nsc.gov.ge>
The National Security Council

<http://www.csb.gov.ge>
Civil Service Bureau

<http://www.government.gov.ge>
Government of Georgia

<http://www.eu-nato.gov.ge>
Office of the State Minister of Georgia on European and Euro-Atlantic Integration

<http://www.smr.gov.ge>
Office of the State Minister for Reintegration

<http://www.diaspora.gov.ge>
The Office of The State Minister of Georgia for Diaspora Issues

<http://www.mes.gov.ge>
Ministry of Education and Science of Georgia

<http://moe.gov.ge>
Ministry of Environment Protection of Georgia

<http://www.economy.ge>
Ministry of Economy and Sustainable Development

<http://www.minenergy.gov.ge>
Ministry of Energy and Natural Resources of Georgia

<http://www.mod.gov.ge>
Ministry of Defense of Georgia

<http://www.justice.gov.ge>
Ministry of Justice of Georgia

<http://www.mcs.gov.ge>

Ministry of Culture and Monument Protection of Georgia

<http://www.mra.gov.ge>

**Ministry of Internally Displaced Persons From the Occupied Territories,
Accommodation and Refugees of Georgia**

<http://www.mfa.gov.ge>

Ministry of Foreign Affairs

<http://www.police.ge>

Ministry of Internal Affairs of Georgia

<http://sagency.ge/>

Service Agency of the Ministry of Internal Affairs

<http://www.maf.ge>

Ministry of Agriculture of Georgia

<http://www.mof.ge>

Ministry of Finance of Georgia

<http://www.rs.ge/>

Revenue Service of the Ministry of Finance of Georgia (LEPL)

<http://www.moh.gov.ge>

Ministry of Labour, Health and Social Affairs of Georgia

<http://www.mcla.gov.ge>

Ministry of Corrections and Legal Assistance of Georgia

<http://www.mrdi.gov.ge>

Ministry of Regional Development and Infrastructure of Georgia

<http://msy.gov.ge>

Ministry of Sport and Youth Affairs of Georgia

European Union, NATO and International Organisations

<http://www.europarl.europa.eu>

European Parliament

<http://ec.europa.eu>

European Commission

<http://curia.europa.eu>
Court of Justice of the European Union

<http://www.un.org>
The United Nations

<http://www.undp.org.ge>
UNDP Georgia

<http://georgia.usaid.gov>
USAID Georgia

<http://ec.europa.eu>
European Commission

<http://www.nato.int>
NATO

<http://www.nato-pa.int>
NATO Parliamentary Assembly

<http://www.natoinfo.ge>
Information Centre on NATO

<http://whc.unesco.org>
UNESCO

<http://www.worldbank.org>
The World Bank

<http://www.imf.org>
International Monetary Fund

<http://www.imf.ge>
International Monetary Fund in Georgia

<http://www.ebrd.com>
European Bank for Reconstruction and Development

<http://www.eib.org>
European Investment Bank

<http://www.ecb.int>
European Central Bank

<http://www.iadb.org>
Inter – American Development Bank

<http://www.ifc.org>
International Finance Corporation

<http://www.asiandevbank.org>
Asian Development Bank

<http://www.bis.org>
Bank for International Settlements

<http://www.efta.int>
The European Free Trade Association

<http://epp.eurostat.ec.europa.eu>
EUROSTAT

<http://portal.coe.ge>
Council of Europe Office in Georgia

<http://ec.europa.eu>
European Commission Office in Georgia

<http://www.worldbank.org.ge>
The World Bank Office in Georgia

<http://www.mcg.org>
Millennium Challenge Fund

<http://www.wto.org>
World Trade Organization

<http://www.iom.ge/>
International Organization for Migration

Other

<http://www.tbilisiairport.com/>
Tbilisi International Airport

<http://www.tradewithgeorgia.com/>
Trade with Georgia

Annexe 3

Customs Crossing Points (CCP) and Customs Clearance Zones (CCZ) of the Customs Department of the Revenue Service of Georgia

Customs crossing point “Sadakhlo”

Marneuli district, village Sadakhli

Customs crossing point “Gardabani”

Gardabani railway station

Customs crossing point “Akhkerpi”

Marneuli district, village Akhkerpi

Customs crossing point “Guguti”

Dmanisi district, village Guguti

Customs crossing point “Mtkvari”

Gardabani district, village Vakhtangisi

Customs crossing point “Lagodekhi”

Lagodekhi district, village Matsimi

Customs crossing point “Samtatskaro”

Dedoplistskaro district, village Samtatskaro

Customs crossing point “Kazbegi”

Kazbegi district, Dariali gorge

Customs crossing point “Vale”

Territory of Adigeni municipality

Customs crossing point “Ninotsminda”

Ninotsminda town, village Zhdanovi

Customs crossing point “Red bridge”

Marneuli district, village Kerch-Muganlo

Customs crossing point “Tbilisi Airport”

Kakheti highway, Tbilisi International Airport

Customs crossing point “Sarpi”

Khelvachauri district 69601, village Sarpi

Customs crossing point “Batumi Airport”

Batumi, Airport highway 220

Customs crossing point “Batumi sea port”

11, Gogebashvili street, Batumi

Customs crossing point “Kutaisi and Senaki Airports and Kutaisi free industrial zone”

88, Avtomshenebeli street, Kutaisi, 5Javakhishvili street Kutaisi

Customs crossing point “Poti and Kulevi sea ports and Poti free industrial zone”

54, Agmashenebeli street, Poti

CCZ "Tbilisi"

Tbilisi, bypass road 36 km. Gardabani municipality

+995 (32) 226 28 10

+995 (32) 226 28 13

CCZ "Tbilisi Airport"

Tbilisi Airport adjacent territory

+995 (32) 226 28 58

CCZ "Batumi"

Senaki, Poti, Sarpi highway 106 km. Khelvachauri municipality

+995 (32) 226 27 55

+995 (32) 226 27 56

CCZ "Batumi Port"

Batumi, 11, I. Gogebashvili Street.

+995 (32) 226 28 19

CCZ "Poti"

32, Javakhishvili street

+995 (32) 226 28 58