PASSAPORTI DIPLOMATIĊI

***11835. L-ONOR MARK ANTHONY SAMMUT** staqsa lill-Ministru għall-Affarijiet Barranin u Ewropej u l-Kummerċ: B'referenza għat-tweġiba tal-mistoqsija parlamentari 11424 li oriġinarjament saret lill-Ministru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, jista' l-Ministru jgħid f'liema kapaċità jew abbażi ta' liema rwoli uffiċjali, inħarġu s-641 Passaport Diplomatiku validu li hawn fiċ-ċirkolazzjoni?

05/10/2023

ONOR. IAN BORG: Ninforma lill-Onor. Interpellant li l-Passaport Diplomatiku jinħareġ lill-persuni li huma ċittadini tar-Repubblika ta' Malta skont linji gwida ċari li qed jitpoġġew fuq il-Mejda tal-Kamra.

Seduta Numru 155
16/10/2023

GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS
OFFICE OF THE PERMANENT SECRETARY

PQ11835

TITLE:	*Diplomatic Passport Policy*
EFFECTIVE DATE:	*July 2021*
AUDIENCE	*Senior Management, Head office, MFEA*
	All Heads of Missions & Consular Affairs

POLICY SCOPE

This policy outlines the procedures to be followed by officials entitled to a diplomatic passport.

ELIGIBILITY CRITERIA

Diplomatic Passports shall be issued to a person who is a citizen of the Republic of Malta and who falls under one of the following categories:

a. The President and spouse;
b. The Prime Minister and spouse if he/she is accompanying as part of an official government delegation;
c. The Leader of the Opposition and spouse if he/she is accompanying as part of an official government delegation;
d. The Speaker of the House of Representatives and spouse if he/she is accompanying as part of an official government delegation;
e. Ministers and Parliamentary Secretaries and respective spouses if he/she are accompanying Minister and/or Parliamentary Secretary as part of an official government delegation;
f. Presidents Emeriti and their respective spouses if he/she is accompanying as part of an official government delegation;
g. Former Prime Ministers and their respective spouses if he/she is accompanying as part of an official government delegation;
h. Former Minister responsible for Foreign Affairs;
i. Former Speakers of the House of Representatives;
j. Members of Parliament who do not hold a Ministerial Portfolio. This also includes Members of the European Parliament representing Malta;
k. Cabinet Secretary, Principle Permanent Secretary, and Permanent Secretaries;
l. Head of Secretariat or equivalent position to the President, Minister and/or Parliamentary Secretary;
m. Clerk of the House of Representatives;

n. Ministry for Foreign and European Affairs officials who form part of Malta's Diplomatic Corps and serving within the Ministry for Foreign and European Affairs;
o. Ministry for Foreign and European Affairs officials who do not form part of Malta's Diplomatic Corps but are tasked to carry out diplomatic representation and who are not below the grade of Director or equivalent. The Permanent Secretary, Ministry for Foreign and European Affairs, may on a case by case basis, consider other grades within the Ministry for Foreign and European Affairs, if serious justification is provided;
p. Ministry for Foreign and European Affairs Officials, including other government appointed officials, assigned to serve in a Maltese Diplomatic/Consular posts abroad. This does not, however, apply to honorary appointments;
q. Accompanying spouses and dependent children of an Officer falling under (n) above. The Permanent Secretary, Ministry for Foreign and European Affairs, may consider other dependent family members, if serious justification is provided;
r. Non-Resident Ambassadors and spouse if he/she is accompanying as part of an official government delegation;
s. Government nominees appointed by the European Union to serve as one of the European Union Commissioners;
t. The Permanent Secretary, Ministry for Foreign and European Affairs, may on a cases by case basis, consider officials who are on secondment with an EU and/or International Institution and who have been tasked to carry out diplomatic representation abroad, representing Malta and/or the respective institution;
u. Minor children of the President, Prime Minister and Leader of the Opposition;
v. On a case by case basis, accompanying spouses and/or dependent children of an Officer falling under f, g, h, o, p and r (above) may be entertained on an ad hoc basis by the Permanent Secretary, Ministry for Foreign and European Affairs where serious justification is provided;
w. The Secretary to the Presidency, Senior Aide-de-Camp and Aide-de-Camp to the President.

ROLES & RESPONSIBILITIES

a. The Principal Permanent Secretary is the overall regulatory authority on the authorization, issuance and movement of both Diplomatic and Official Passports. Changes in procedures require Principal Permanent Secretary approval prior to coming into force.
b. The Permanent Secretary (MFEA) is the responsible authority for the authorization and movement of Diplomatic Passports. The Permanent Secretary (MFEA) shall provide updated reports on holders of diplomatic passports and their movements to the Principal Permanent Secretary on an annual basis.
c. The Passport Office is the authority responsible for the issuance of the Diplomatic Passport. Passport Office is to provide updated reports on holders of Diplomatic Passports to the Permanent Secretary (MFEA) on a bi-annual basis.

APPLYING FOR A DIPLOMATIC PASSPORT

a. Applicant shall fill in the prescribed passport Form A and submit the application for endorsement by the Permanent Secretary (MFEA) together with a covering note highlighting eligibility to apply for a Diplomatic Passport.
b. Deviations from the categories mentioned above should be at the discretion of the Permanent Secretary (MFEA).
c. Form A is to be endorsed by the Permanent Secretary (MFEA).
d. A copy of the endorsed application Form A and copy of the Applicant's ID card is retained by the Permanent Secretary (MFEA) or his/her authorized representative for record purposes in the applicant's personal file.
e. Original Form A is to be submitted personally by the applicant at the Passport Office. Applicant is to present his/her ID card when submitting the Application.
f. When renewing a Diplomatic Passport, the expired passport is to be submitted together with the Form A.
g. A Fund Transfer Voucher in favour of the Passport Office to the amount of €40 is to be submitted together with the Form A. If applicant is not a Ministry for Foreign and European Affairs official, transfer voucher is to be drawn up by the Ministry/Entity in question, in favour of the Passport Office.
h. Biometric data shall be captured at the Passport Office.
i. After 4 working days, the applicant will be required to appear in person at the Passport Office where the identity of the applicant is verified against the new biometric passport.
j. Passport Office will only release a Diplomatic Passport to the applicant.
k. Applicant is requested to submit a copy of the passport biographic page to the Permanent Secretary (MFEA) or his/her authorized representative for record purposes.
l. The Permanent Secretary (MFEA) or his/her authorized representative shall keep a record of Diplomatic Passport movements.
m. A Diplomatic Passport shall be valid for not more than 5 years.
n. An applicant who is not an MFEA official should send a letter or an email from the respective Permanent Secretary to Permanent Secretary MFEA, highlighting eligibility to apply for a Diplomatic Passport;
o. In case of diplomatic passports for minor dependent children, the following procedure is also to be adhered to:
    i. Applicant shall fill in Form A on behalf of minor child;
    ii. Sections 6 & 7 of Form A is to be filled in by a recommender (a professional person or priest);
    iii. Section 6 is to be signed by both parents;
    iv. Form A shall be endorsed by the Permanent Secretary, Ministry for Foreign and European Affairs;
    v. For minors aged between 6 and 13 years, applicant shall produce one signed photo of the child by the same recommender who filled in the above-mentioned sections of the form;
    vi. Applicants shall produce both parents' ID Cards together with application form and expired diplomatic passport of child, if available;

vii. All applicants over the age of 14 years shall also produce their ID card. All applicants over the age of 14 years who do not hold a Maltese Identity Card should also provide a photo signed by the same recommender;

viii. If child is over 6 years of age, he/she will be required to attend at the Passport Office for capturing of the biometric photo;

ix. In case of children aged 12 years and above, capture of biometric photo and fingerprints will be required;

x. If the child is under 6 years of age, applicant shall produce two photos, one of which shall be signed by a recommender as per (v) above. Children under 6 years need not attend in person;

xi. After 4 working days one of the parents together with his/her ID Card will be required to appear in person at the Passport Office to collect the child's passport;

xii. All applicants 12 years and over are required to appear in person at the Passport Office to collect their passport. The applicant's identity will be verified against the new biometric passport.

xiii. Applicant is requested to submit a copy of the passport biographic page to the Permanent Secretary (MFEA) or his/her authorized representative for record purposes;

xiv. Diplomatic Passports issued to minors shall not be valid for more than 5 years. Diplomatic Passports issued to minors aged under 10 years shall be valid for 2 years;

xv. When applying for a diplomatic passport directly through one of Malta's missions or consular post, the applicant is requested to submit the original Form A, along with a scanned copy of all the required documents to the Human Resources Section of the Ministry for Foreign and European Affairs; Human Resources (MFEA) shall follow points (c) to (g) on behalf of the applicant;

xvi. Upon Permanent Secretary (MFEA) approval, Human Resources (MFEA) shall notify the respective mission or consular that application process may commence;

xvii. Once ready, the Diplomatic Passport shall be collected from the Passport Office by a representative of the Human Resources (MFEA);

xviii. Passport will be mailed via courier or diplomatic mailbag to the embassy concerned where normal exit procedures will be followed on the passport systems as for normal passports.

GENERAL RULES & OBLIGATIONS

a. Diplomatic Passports may be used only for travel overseas in discharge of official duties.
b. Officers making use of the Diplomatic Passports for travel overseas other than the discharge of official duties, will jeopardise their eligibility to retain a Diplomatic Passport. Disciplinary action will be taken against those who are found to be in breach of this regulation.
c. The holder of a Diplomatic Passport may retain his/her passport in his/her possession until such time as the officer remains eligible to hold a Diplomatic Passport.
d. (c) above does not apply for family members of officers returning from their tour of duty and non-resident Ambassadors and their spouse. In such cases, Diplomatic passport is to be returned to the Permanent Secretary (MFEA) or his/her authorized representative until it is required for official travel abroad.
e. The Permanent Secretary (MFEA) retains the right to recall and/or cancel a Diplomatic Passport at any given time.
f. The Permanent Secretary (MFEA) shall carry out the necessary procedures to withdraw and cancel a Diplomatic Passport when the holder is deemed to be no longer eligible for a Diplomatic Passport or at his/her discretion.
g. In cases, where two Diplomatic Passports are issued to the same person, only one such passport may be retained by the Official at any given time. The other is to be kept with the Permanent Secretary (MFEA) or his/her authorized representative.
h. If a Diplomatic Passport is lost/stolen, the holder is to immediately notify the nearest Police Station and immediately inform the Permanent Secretary (MFEA) on permsec.mfea@gov.mt in writing, submitting also the Police Reports.