

**Permission granting service for getting an entry identity to the Baghdad International Airport for the Arab and Foreign Missions**

**Service description**

Through this service, the missions can request issuing a license entry to the Baghdad International Airport .

**Service Implementation procedures**

1. Signing in the Ministry of Transportation website : [www.motrans.gov.iq](http://www.motrans.gov.iq)
2. Filling out the service form electronically regarding the functional and the identification data and as follows:  
  
Form No. (5) for the Arab and Foreign Missions existing in Iraq.
3. Printing out the form with color.
4. The mission shall complete the administrative procedures by signing and stamping the form by the Head of the mission and then send it to the Ministry of Foreign Affairs / Protocol Department.
5. The Ministry of Foreign Affairs / Protocol Department send the form to the Ministry of Transportation / Minister Office with an official letter as per the form attached hereto by an authorized person.
6. Then , the official authorized person submit it to the Identities Issuance Office located in Maritime Transportation building near by the Ministry of Transportation Headquarters.
7. The mission should contact the Identities Issuance Office according to the described schedule which is submitted to the Ministry of Foreign Affairs / Protocol Department.
8. For any clarification or inquires , contacting through the following e-mail addresses : [airport.igid@motrans.gov.iq](mailto:airport.igid@motrans.gov.iq) , [Airport.igid@gmail.com](mailto:Airport.igid@gmail.com)

**The required documents :**

- 1. The aforementioned form along with a copy of the passport for the applicant's as well as a copy of the residence if he has it.**
- 2. It will be adopted the letter addressed by the Mission to the Ministry of Foreign Affairs which determine the persons required to be granted entry identity to the Baghdad International Airport.**

**Requirements :**

**Identification card ( a copy of the passport and residence card if available ).**

**Service fee details :**

- 1. Identity fee ( VIP ) for an amount ( 20.000) twenty thousand IQ.**
- 2. Identity fee ( Entry ) for an amount ( 15.000) twenty thousand IQ.**

**The approximated time for implementation :**

**The dates for taking photo and receiving the identities will be determine through a schedule which will be sent to the Protocol Department.**

**Or for getting more clarification, contact through aforementioned e-mail addresses .**