



## **Rules on Photography and Filming in and at the Leifur Eiríksson Air Terminal**

1. A request for permission for photography or filming in the Leifur Eiríksson Air Terminal shall be sent with at least three days' notice to Einar Már Jóhannsson, Operations Manager of Leifur Eiríksson Air Terminal plc. ([ainar@fle.airport.is](mailto:ainar@fle.airport.is)) or to Halldór Rúnar Þorkelsson, Service and Security Representative, Leifur Eiríksson Air Terminal plc. ([runar@fle.airport.is](mailto:runar@fle.airport.is))
2. A request for permission for photography or filming in the flight service area outside the Leifur Eiríksson Air Terminal shall be sent with at least three days' notice to the security division of the Civil Aviation Administration at Keflavík Airport, senior inspector Arngrímur Guðmundsson ([arngrimur@caa.is](mailto:arngrimur@caa.is)) or Helgi Haraldsson ([helgih@caa.is](mailto:helgih@caa.is)).
3. The request shall be accompanied by the relevant script, and details of requested locations, date, time and number of participants. A list of the names and ID numbers (*kennitala*) of the participants shall be appended. In the case of foreign citizens, or Icelandic citizens resident abroad, the application shall be accompanied by details of their date and place of birth, and a photocopy of their passports.
4. The Property Management Division of Leifur Eiríksson Air Terminal plc. deals with applications for photography or filming in the Terminal, under the relevant rules. Leifur Eiríksson Air Terminal plc. also arranges for the relevant permits from the office of the District Commissioner, Keflavík Airport. The Civil Aviation Administration security division at Keflavík Airport shall be notified of such applications.
5. The Civil Aviation Administration security division at Keflavík Airport deals with applications for photography or filming in the flight service area outside the Terminal, under the relevant rules. The office of the District

Commissioner, Keflavík Airport, and the Leifur Eiríksson Air Terminal shall be notified for such applications.

6. The security representative of Leifur Eiríksson Air Terminal plc., together with security guards of the District Commissioner, Keflavík Airport, shall escort the film crew during filming/photography in the Terminal, while airport security personnel of the Civil Aviation Administration at Keflavík Airport shall escort the film crew during filming/photography in the service area outside the Terminal. A fee is payable for this service, in accord with the amount of services required, i.e. escort, cleaning, electrical supply, arrangement, electricians, etc. Before filming/photography commences the invoice for such services shall be paid, the fee having been agreed before the permit is granted.

Keflavík Airport, 12 February 2004

*Jóhann R. Benediktsson, District Commissioner, Keflavík Airport*

*Björn Ingi Knútsson, Civil Aviation Administration, Keflavík Airport*

*Höskuldur Ásgeirsson, Leifur Eiríksson Air Terminal Ltd.*