

FOREWORD

This document is a revision of the Guide to the Issuance of United Nations Travel Documents of 13 January 2006.

The revisions include some clarifications on procedures which should assist end users.

The Department of Management is planning to introduce new biometric UNLP booklets with enhanced security features which will replace the current Laissez-Passers. The booklets will meet the highest standards of the International Civil Aviation Organization.

After consultations with the issuing duty stations, OCSS will promulgate a comprehensive revised Guide on the requirements of the electronic United Nations Laissez-Passers (e-UNLP). A draft will be forwarded to all end users prior to its implementation (estimated in early 2012).

Guide
to the
Issuance
of
United Nations
Travel Documents

Revised

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I. INTRODUCTION

1. The United Nations issue

- United Nations Laissez-Passers
- United Nations Certificates
- United Nations Family Certificates

to officials of the United Nations and of the Specialized Agencies for the purpose of facilitating official travel. They are issued at the United Nations Headquarters in New York and the United Nations Offices in Geneva and Vienna.

2. The Office of Central Support Services at the United Nations Headquarters in New York is charged with the overall responsibility of monitoring and administering the issuance and renewal of these documents. New documents can only be issued at UNHQ, UNOG, and UNOV (The International Labour Organization, with headquarters in Geneva, has the authority to issue travel documents for ILO officials only.). At Headquarters, these functions are performed by the Travel Unit of the Travel and Transportation Section; at the United Nations Office in Geneva (UNOG) by the Visa Sub-Unit of the Transport and Travel Unit, Purchase and Transportation Section (CSD), and at the United Nations Office in Vienna (UNOV) by the General Services Section of the Division of Management. Individual organizations (see Appendix B) designate certifying officers who have the authority to request the issuance and renewal of UN travel documents for officials of their organization.+

II. UNITED NATIONS MACHINE READABLE LAISSEZ-PASSERS (UNMRLP)

3. United Nations Laissez-Passers are issued to UN officials under the authority of the Convention on the Privileges and Immunities of the United Nations (1946) and to officials of the Specialized Agencies under the authority of the Convention on the Privileges and Immunities of the Specialized Agencies (1947). They are recognized as official travel documents. The Laissez-Passer identifies the bearer as an official of the United Nations or related organization or of a Specialized Agency and is issued for use only in connection with official travel, i.e. travel paid for or authorized by the United Nations or a Specialized Agency. Visas may only be entered therein for such purposes. The Laissez-Passer does not replace a national passport.

4. There are two series of Laissez-Passers issued by the United Nations:

- (a) Laissez-Passers for officials of the United Nations which bear regular numbers issued in sequence.

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(b) Laissez-Passers for officials of Specialized Agencies which have serial numbers prefixed with the letters SA or A.

5. Laissez-Passers are issued for use only on official travel during a period of employment. The maximum period for which a Laissez-Passer may be issued is five years, but renewal for an additional five years may be authorized when employment requiring official travel is continuous. All Laissez-Passers that have expired and can no longer be renewed, or have no blank pages for visa insertions, must be returned to the issuing office for cancellation.

6. In order to be eligible to receive a Laissez-Passer, the applicant must be an "Official" of the United Nations or of an organization belonging to the United Nations family, or of a Specialized Agency (see Appendix B). A person is considered to be an "Official" of the United Nations if given a letter of appointment under the Organization's staff regulations. Under Article VI, Section 18 of the Specialized Agencies Convention, each Specialized Agency is to designate the categories of officials who are eligible to receive a Laissez-Passer.

7. Provided they hold a contract of a minimum of 6 months, regular consultants or consultants employed on a "W.A.E." (While Actually Employed) or "W.O.C." (Without Compensation) basis who are considered to be "Officials" of a Specialized Agency have been authorized to receive a Laissez-Passer under the provisions of the "Convention on Privileges and Immunities of the Specialized Agencies".

Types of Laissez-Passers

8. The two types of United Nations Laissez-Passers are defined by the colour of their cover: Red or Blue.

Red Laissez-Passers

9. Red Laissez-Passers are normally issued to officials of the United Nations at the following levels:

(a) Secretary-General, Deputy Secretary-General, Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank who are entitled to diplomatic privileges, immunities, exemptions and facilities under Section 19 of the Convention on Privileges and Immunities of the United Nations.

(b) Directors (D-2) who are entitled to the same facilities as are accorded to diplomatic envoys when travelling on the business of the United Nations.

10. Red Laissez-Passers may also be issued to officials below the rank of Director (D-2) who are designated by the Secretary-General as within one of the following categories:

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- (a) Persons on special mission having the title of Personal Representative of the Secretary-General;
- (b) Chiefs of Mission Support and Directors of Administration of United Nations Missions in the field,
- (c) Persons in charge of independent United Nations Offices away from Headquarters;
- (d) Resident Representatives when in charge of an independent country office of the following organizations:
 - United Nations Development Programme,
 - United Nations Office on Drugs and Crime;
 - United Nations Fund for Population Activities
 - United Nations Office for Project Services
 - United Nations Industrial Development Organization.
 - United Nations Children’s Fund
- (e) Principal Secretaries of United Nations Commissions;
- (f) Directors of United Nations Information Centres;
- (g) Chiefs of Mission of the United Nations High Commissioner for Refugees;
- (h) Field Directors of the United Nations Relief and Works Agency;
- (i) Project personnel at L-7 level, provided they are in charge of an independent United Nations office in the field.

Privileges and Immunities

11. Red Laissez-Passers issued to officials entitled to full diplomatic privileges and immunities under Section 19 of Article V of the Convention on Privileges and Immunities of the United Nations (see 9. a) contain an insert with the following statement:

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"DIPLOMATIC"

"The bearer of this Laissez-Passer is entitled, under Section 19 of Article V of the Convention on the Privileges and Immunities of the United Nations, to the privileges and immunities, exemptions and facilities accorded to diplomatic envoys in accordance with international law"

12. Red Laissez-Passers issued to Directors (D-2) contain the following printed insert:

"Diplomatic Facilities"

"The bearer of this Laissez-Passer is a Director and under Section 27, Article VII, of the Convention on the Privileges and Immunities of the United Nations is entitled when travelling on the business of the United Nations to the same facilities as are accorded to diplomatic envoys".

13. Red Laissez-Passers issued to officials below the rank of Director (D-2) (see paragraph 11.) do not contain any inserts.

14. Executive Heads of Specialized Agencies and those senior officials specifically mentioned in the Annexes to the Specialized Agency Convention to whom privileges and immunities, exemptions, and facilities are ascribed under Section 21 of Article VI receive red Laissez-Passers containing the following insert:

"DIPLOMATIC"

"The bearer of this Laissez-Passer is entitled under Section 21 of the Convention on the Privileges and Immunities of the Specialized Agencies, to the privileges and immunities, exemptions and facilities accorded to diplomatic envoys in accordance with international law"

15. Deputy or Assistant Executive Heads or Directors of equivalent rank, other than those mentioned in the Annexes referred to in paragraph 14, receive red Laissez-Passers with the following inserts:

"Diplomatic Facilities"

"The bearer of this Laissez-Passer is entitled under Section 30 of the Convention on the Privileges and Immunities of the Specialized Agencies, when travelling on the business of the Specialized Agency, to the same facilities as are accorded to diplomatic envoys".

16. Red Laissez-Passers may also be issued to the following categories of Specialized Agency officials without any reference to the privileges and immunities mentioned above:

- (a) Persons on special mission having the title of Personal Representative or an Executive Head of a Specialized Agency;

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(b) Persons in charge of a Specialized Agency field mission. Supporting documents indicating the level of the official must be attached to the request

(c) Persons in charge of a Specialized Agency office away from the Headquarters of the Agency. Supporting documents indicating the level of the official must be attached to the request.

(d) Country Directors/Managers of the World Bank.

17. Red Laissez-Passers may only be issued on an exceptional basis to officials in categories not mentioned above (paragraphs 10., 11., and 17.) after written approval by the ASG of Central Support Services at Headquarters.

18. Laissez-Passers issued to officials of the Tribunal of the Law of the Sea contain an insert identifying them as such under paragraph 2 of article 14 of the Agreement on the Privileges and Immunities of the International Tribunal for the Law of the Sea. See Appendix A for sample of the insert.

Issuance of a red Laissez-Passer for individuals serving on appointments with nominal remunerations

19. Individuals on permanent, continuing or fixed-term contracts at the D-2 level and below with only nominal remuneration are eligible to receive a blue Laissez-Passer.

20. Individuals appointed at the ASG level and above under these terms are eligible to be issued a red Laissez-Passer without inserts. This group of individuals includes those appointed at the D-2 level but who have formally served at the ASG level and above.

Withdrawal of a red Laissez-Passer

21. Red Laissez-Passers issued to officials below Director (D-2) level (see paragraphs 11. and 17.) or on an exceptional basis (see paragraph 18) must be withdrawn and cancelled as soon as the bearer completes the designated assignment for which the issuance of a red Laissez-Passer was authorized. A new blue or red, Laissez-Passer can only be issued to such officials after cancellation of the exceptionally issued red Laissez-Passer.

Blue Laissez-Passers

22. Unless an official is entitled to a red Laissez-Passer under the above provisions, he or she is issued a blue Laissez-Passer for use on official travel.

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Application for a Laissez-Passer

23. An application for the issuance of a Laissez-Passer should be prepared by the official on an “Application for Issuance or Renewal of UN Laissez-Passer” (online form TTS.2). It must be certified by the authorized certifying official who ensures that the applicant is an official entitled to a Laissez-Passer. The application form should then be submitted to one of the respective issuing offices in New York, Geneva or Vienna, together with one recent passport size photograph (see paragraph V. for specifications). Form TTS.2 is available on the United Nations intranet homepage under ‘forms’.

A copy of the data page of the staff member’s national passport should be affixed to each application for a new Laissez-Passer. As the Laissez-Passer is to be used together with the national passport, the data of the two documents must be consistent. Any discrepancies may result in difficulties at border crossing stations.

Delegation of authority to sign for the issuance and renewal of a Laissez-Passer

24. Heads of departments or offices have the authority to certify applications for issuance or renewal of both red and blue Laissez-Passers, United Nations Certificates and Family Certificates. They may, in turn, delegate authority to other officials, as appropriate. Delegation should be restricted to the extent possible in order to maintain the integrity of the application process. Heads of departments or offices will be held accountable for any misuse or abuse of the delegated certifying authority. Delegation of certifying authority must be of a limited duration but it can be renewed.

25. Those who were delegated the authority may certify the issuance and renewal of Laissez-Passers, United Nations Certificates and Family Certificates.

26. Authority to request the issuance or renewal of United Nations travel documents may not be delegated to consultants and other non-staff members.

27. Sample signatures of all certifying officers must be provided to the issuing offices at UN Headquarters, UNOG or UNOV by submitting form P.86/Travel “Delegation of Authority for United Nations Travel Documents”.

28. It is the responsibility of the certifying officer to ensure that all required information for an application for a UN travel document, including a recent photograph, is provided and that it is complete and accurate before certifying.

29. Upon separation from the Organization, transfer to a different department or office, or change in responsibilities of such authorized certifying officer, heads of departments or offices must notify the respective issuing offices of their termination of delegated authority.

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Validity of a Laissez-Passer

30. Internationally recruited officials who serve and reside outside their home country, and who hold permanent or continuing contracts or indefinite appointments, may be issued a Laissez-Passer valid for a maximum period of five years or up to the date of retirement or separation if this is expected to take place sooner. Internationally recruited officials on fixed-term appointments may be issued a Laissez-Passer valid only for the duration of their appointment. An additional 30 days may be added for repatriation travel.

31. Officials serving in their home country holding either permanent or fixed-term appointments may only be issued a Laissez-Passer when they are on mission assignment away from their parent duty station or on other official business travel. Specific travel plans must be attached to the application form. The Laissez-Passer may be issued for a maximum duration of one year. Should the mission assignment exceed the duration of one year, the Laissez-Passer may be issued for the duration of the assignment but may not exceed a validity beyond the appointment held by the official.

32. Some consular offices require a travel document to be valid for a minimum of six months before granting a visa. For this purpose only, and on an exceptional basis, a Laissez-Passer may be issued or renewed for a maximum period of six months beyond the appointment expiration provided that the applicant's appointment expires in less than six months. The application form must clearly state the reason for an extended validity period.

33. Red Laissez-Passers issued to officials below Director (D-2) level (see paragraphs 11., 17., and 18.) may only be issued with a validity period of two years.

34. Laissez-Passers of individuals mentioned in paragraph 7 may be issued/renewed with a validity covering the duration of official travel. The maximum validity should not exceed one year. The Laissez-Passer must be returned for cancellation or safe-keeping to the issuing office upon completion of travel.

Inclusion of dependents

35. An official's dependents are generally not included in a Laissez-Passer. Only when travel of the entire family is authorized or paid for by the United Nations or Specialized Agency, i.e. home leave, change of duty station, etc., can the names and photographs of dependent family members be included. Only dependent children up to the age of 21 are included in a Laissez-Passer. Secondary dependents cannot be included in the Laissez-Passer. Dependents of locally recruited officials and of consultants employed by Specialized Agencies or on a W.A.E. basis cannot be included in the Laissez-Passer.

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Amendment to a Laissez-Passer

36. A Laissez-Passer can be amended on the “amendment page” to reflect changes in functional title or date of birth. Generally, a new Laissez-Passer is not issued for this purpose.

Renewal of a Laissez-Passer in the field

37. Officials holding a blue Laissez-Passer who are on mission in the field or who are stationed away from the Headquarters of their organization may have their Laissez-Passer renewed locally by an authorized official (e.g. Resident Representative of the United Nations Development Programme, UN Resident Coordinators, Heads of Regional Economic Commissions, or Heads of Missions of the United Nations) at the office to which they are assigned. Normally, one official per country is authorized to renew Laissez-Passers for all UN and Specialized Agency staff. The renewal application must be submitted on form TTS.2 "Application for Issuance or Renewal of UN Laissez-Passer". The field office renewing the Laissez-Passer retains the original applications and must forward copies on a monthly basis to the appropriate issuing office in New York, Geneva or Vienna.

38. Only the issuing offices, i.e. UN Headquarters, UNOG, UNOV are authorized to renew red Laissez-Passers.

39. Any older non-machine readable Laissez-Passers may not be renewed. Instead, the Laissez-Passer must be returned to the issuing office for cancellation along with an application for the issuance of a new Laissez-Passer.

40. Heads of Missions should ensure that during business hours official stamps are stored in locked drawers when workstations are unoccupied. Also, at the end of each business day all official stamps must be kept in a secure storage area. Any loss or theft of official stamps must be reported to the Department of Safety and Security at Headquarters and the Travel and Transportation Section immediately.

41. If any difficult or doubtful case arises or if there has been a change in the status of the official, a communication should be addressed to the Chief, Travel and Transportation Section, Office of Central Support Services at Headquarters.

Delegation of Authority in the Field

42. When the authorized officer is expected to be away from the duty station for an extended period of time (normally one week or more) the Resident Representative, a.i. or the officer-in-charge may renew blue Laissez-Passers on his/her behalf. However, no authorized official may renew his or her own Laissez-Passer.

43. The United Nations Travel and Transportation Section must be provided with form P.86/Travel “Delegation of Authority for United Nations Travel Documents” containing a sample

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signature of the individual assigned to represent the authorized officer and the period for which the delegation is authorized. ALL requests for delegated authority must be submitted for approval to the Chief, Travel and Transportation Section, one week in advance of the official's travel.

Cancellation prior to separation

44. It is essential that ALL (valid and expired) Laissez-Passers are returned to the issuing offices in New York, Geneva, or Vienna or to the respective Specialized Agency for cancellation prior to an official's separation from the Organization. It is the responsibility of the respective authorized certifying officers and their delegates to ensure that officials return their Laissez-Passers. If requested, the Laissez-Passer will be returned to the former official after cancellation.

45. Officials who transfer from one United Nations organization to another or are seconded to another organization and

- the break in service is less than 30 days;
- the index numbers remain the same;
- they remain in travel status to perform their duties;

can retain their Laissez-Passer without prior cancellation.

Loss or theft of a Laissez-Passer

46. The attention of holders of United Nations Laissez-Passers should be drawn to the importance of this document so that all possible care is taken to prevent its loss or theft. The loss of any travel document should be thoroughly investigated, and careless or improper use should be reported to the issuing offices and the Department of Safety and Security at Headquarters for appropriate action, i.e. report of the loss to INTERPOL. If loss or theft occurs, the holder should be advised to take the following steps immediately:

- (a) Report a stolen Laissez-Passer to the local police authorities and obtain an official police report.
- (b) Report a lost/stolen Laissez-Passer to the local United Nations Security office and obtain an incident report.
- (c) Submit a written report to the Special Investigation Unit of the Department of Safety and Security at Headquarters explaining the circumstances of the loss/theft, indicating the number of the document, date of issue, where and when the document was lost/stolen, the circumstances in which it was lost/stolen, the action taken by the official locally to trace the document and the date of the report to the local authorities. Any locally filed report must be

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attached to the application for a new Laissez-Passer. The respective holder should follow-up locally with the police authorities to the extent possible in an effort to trace the missing Laissez-Passer.

(c) Advise the issuing offices immediately if the Laissez-Passer is found. Once the Laissez-Passer was reported lost/stolen, however, it cannot be used for travel anymore and must be returned to the issuing office for cancellation.

(d) Submit an application for a new Laissez-Passer with appropriate certification if official travel is still pending.

47. All newly issued Laissez-Passers should contain an insert, outlining the actions officials must take once their Laissez-Passer was lost or stolen (see Appendix C).

48. Should it become apparent that an official repeatedly loses his/her Laissez-Passer, the concerned executive office may consider to take disciplinary actions against such an individual.

Safe-keeping of a Laissez-Passer

49. Based on local conditions and circumstances, departments and local offices have the authority to require officials to return their Laissez-Passers for centrally organized safe-keeping upon completion of official travel. Alternatively, departments and local offices may allow officials to personally safe-keep the document

Procedure for countries in which the UN Security Coordinator has determined that a security condition exists

50. In the case that the Laissez-Passer of an individual serving in a country in which a security condition exists has no more space for renewal or no blank pages left for the insertion of visas, the Laissez-Passer may be retained by the official while a new Laissez-Passer is being issued. The old Laissez-Passer has to be cancelled and returned to the issuing office by the Head of Office in the field immediately upon the receipt of the newly issued Laissez-Passer.

51. The Head of the field office will arrange for the official to correctly complete the TTS.2 form (Application for Issuance or Renewal of United Nations Laissez-Passer) and ensure that the necessary photo is attached. This form will then be sent through the respective organization's headquarters office to the respective issuing office in New York, Geneva or Vienna. The Head of Office shall allow adequate lead time of at least four weeks for the issuance and return of the new Laissez-Passer.

52. When the new Laissez-Passer has been prepared by the issuing office and sent to the field, the Head of Office will personally sign for receipt thereof.

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53. If visas need to be transferred from the old to the new document the Head of Office will submit both the new and the old Laissez-Passer to the relevant authorities.

54. Upon the return of those documents from the authorities, the Head of Office shall arrange for the official to personally sign for the safe receipt of the new Laissez-Passer. The Head of Office shall maintain a log of signed receipts for record purposes.

55. The Head of Office will render the old Laissez-Passer invalid by perforating the covers and datapages with the words "Cancelled" or "Annule" with the necessary equipment available. Alternatively, the Head of Office can cut the edges of the UNLP if the equipment is not available in the office. The old Laissez-Passer must be returned via United Nations pouch to the issuing office within two weeks from receipt of the new Laissez-Passer. The old Laissez-Passer shall be included in the Summary of Enclosures of the pouch shipment.

Duplicate Laissez-Passers

56. At any given time an official of the United Nations or a Specialized Agency may only hold one Laissez-Passer. A duplicate Laissez-Passer may be issued, however, to officials who need to travel frequently between countries that do not allow entry or allow entry only under great difficulties if the original Laissez-Passer contains visas or other markings of certain other countries. The duplicate Laissez-Passer must be clearly marked as "Duplicate" (the Laissez-Passer number is suffixed by the letter "D") and can only be issued with a validity of not more than one year. The reason for requesting a duplicate Laissez-Passer must clearly be explained on the application form or the attached supporting documentation. Dependents of officials are not included in duplicate Laissez-Passers.

Persons not entitled to a United Nations Laissez-Passer

57. The following are some of the categories or persons employed by or affiliated with the United Nations who are not entitled to a United Nations Laissez-Passer:

Goodwill Ambassadors, Messengers of Peace, consultants, experts or individual contractors whose services are engaged by the United Nations under administrative instruction ST/AI/1999/7 are considered to be "experts on mission" under the Convention on Privileges and Immunities of the United Nations. They are not entitled to a United Nations Laissez-Passer, but may be issued a United Nations Certificate.

III. UNITED NATIONS CERTIFICATE

58. The United Nations Certificate is not a legal travel document but serves to certify that the holder is travelling on official business on behalf of a United Nations organization or Specialized Agency.

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Persons entitled to a United Nations Certificate

59. United Nations Certificates are issued to experts and consultants on mission for the United Nations whose status differs from those categories of persons eligible for a Laissez-Passer in that they are not officials of the United Nations or of a Specialized Agency as defined above in Paragraph 6. but, by virtue of their special relationship to the Organization, are entitled to privileges which are akin to those of representatives of Governments and members of United Nations and Specialized Agencies on a contractual basis who are considered "Experts on Mission". (See ST/AI/1999/7 "Consultants and Individual Contractors".)

Application for a United Nations Certificate

60. Requests for issuance of United Nations Certificates should be submitted on the "Application for United Nations Certificate" (online form PT.64). The application, completed and signed by the applicant, must be certified by the appropriate Certifying Officer (see paragraph 25) and submitted to one of the respective issuing offices in New York, Geneva or Vienna together with two recent passport size photographs (see paragraph V. for specifications). The electronic version of form PT.64 is available on the UN intranet home page under 'forms'.

Validity of a Certificate

61. The United Nations Certificate is issued for the duration of a contract or up to a period of one year and is generally not renewable. In cases where a contract is extended beyond the expiration date of a United Nations Certificate, a new Certificate should be requested.

IV. UNITED NATIONS FAMILY CERTIFICATE

62. The United Nations Family Certificate serves to identify the bearer as being a family member of the United Nations official named therein. It is not a legal travel document, although it is sometimes accepted for visa purposes. In order to request a Family Certificate, the official must have a valid Laissez-Passer.

63. A Family Certificate is issued to an official's eligible family members who are duly authorized to undertake such travel separately from the official, such as travel on home leave, education grant travel, family visit travel, etc. Its purpose is to facilitate the official travel of said family members in an area where undue hardship could result from the absence of a United Nations identification document.

64. Some countries have preferred to grant visas on the Family Certificate rather than on a national passport. This has occurred, e.g., when a country has no established diplomatic relations with the country of the bearer of the passport.

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Persons entitled to a UN Family Certificate

65. A Family Certificate may be issued to the immediate dependents (spouse and/or eligible children) of a United Nations official provided that:

- (a) the official has a valid Laissez-Passer;
- (b) the journey is being made at United Nations expense and
- (c) the family member has been authorized by the administration to travel separately from the official. No additional authorization is required if the child is travelling on an education grant and if
- (d) the absence of such a document may cause inconvenience with regard to freedom of movement in connection with travel authorized at United Nations expense.

Application for a United Nations Family Certificate

66. An official whose circumstances warrant the issuance of a Family Certificate should submit an "Application for United Nations Family Certificate" (online form PT.39) to the appropriate certifying officer (see paragraph 25), who should review the circumstances before certifying the application. The certified application should be submitted to the respective issuing office at New York, Geneva or Vienna together with two recent photographs (see paragraph V. for specifications). The electronic version of form PT.39 is available on the UN intranet home page under 'forms'.

Validity period and renewal of a Family Certificate

67. The maximum period of validity of a Family Certificate is three years. If it was initially issued for less than three years, it may be renewed on its reverse side up to the three year maximum from the original date of issuance. It may not exceed the duration of the status of the official's appointment.

68. Form PT.39/A "Application for Renewal of UN Family Certificate" needs to be submitted in duplicate to renew a Family Certificate. A note indicating that a renewal has been effected on the reverse side of the Family Certificate shall be stamped above the original expiration date by using the rubber stamp provided. The original of form PT.39/A shall be forwarded to the issuing office in New York, Geneva or Vienna and the renewing office shall keep the duplicate for record purposes. No other additions or alterations may be made to the Family Certificate.

69. When a new Family Certificate needs to be issued, the previously issued document must be attached to the application form (PT.39/A) for cancellation. The electronic version of form PT.39/A is available on the UN intranet home page under 'forms'.

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Separation from service

70. In the event that an official separates from service before a Family Certificate issued to a member of his/her family expires, the Family Certificate must be submitted either for cancellation or for adjustment of the date of validity if it is required in connection with separation travel.

71. Any additional clarification that may be required shall be submitted in writing to the Chief, Travel and Transportation Section at UN Headquarters in New York for advice.

V. PHOTOGRAPHS

72. All photographs submitted with applications for UN travel documents must have been taken within six months of the date of the application. Photographs must be taken full face (head and shoulders, no glasses, no headwear (except for religious purposes) and no uniforms) and printed on quality photographic paper in colour on a white background; size approximately 2" x 2 (5 x 5 cm).

73. Where an application is made for a United Nations Family Certificate for two or more members of the same family travelling together but unaccompanied by the official, a group photograph may be submitted, printed on paper of the kind specified above.

74. The full names should be written in pencil in block capitals on the back of each photograph.

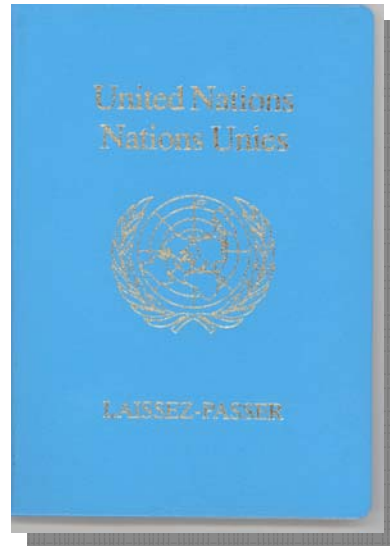
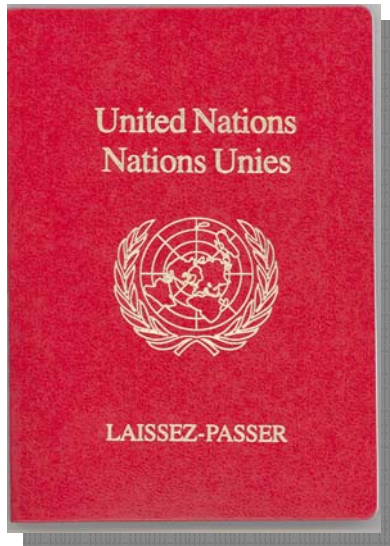
75. The issuing office may reject the application for a United Nations travel document if these specifications are not met, or when it deems the quality of the photograph insufficient. The electronic transmission of digital images cannot be accepted.

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APPENDIX A

A. RED AND BLUE BACKED UNITED NATIONS LAISSEZ-PASSER



INSERTS FOR RED UNLP

من حق حامل هذا الجواز : بمقتضى البند ١٩ من المادة الخامسة من اتفاقية امتيازات الأمم المتحدة ومسانقتها . أن يتمتع بالامتيازات والحصانات والأغمارات والتسهيلات التي تمنح للمبعوثين الدوليين وفقاً للقانون الدولي

持证人根据联合国特权和豁免公约第五十九条的规定，享有依照国际法给予外交使节的特权、豁免、优待和便利。

The bearer of this laissez-passer is entitled, under Section 19 of Article V of the Convention on the Privileges and Immunities of the United Nations, to the privileges and immunities, exemptions and facilities accorded to diplomatic envoys in accordance with international law.

Le titulaire du présent laissez-passer a droit, aux termes de l'article V, section 19, de la Convention sur les privilèges et immunités des Nations Unies, aux privilèges, immunités, exemptions et facilités accordés, conformément au droit international, aux envoyés diplomatiques.

В соответствии с разделом 19 статьи V Конвенции о привилегиях и иммунитетах Организации Объединенных Наций представитель настоящего пропуска пользуется привилегиями и иммунитетами, освобождениями и льготами, предоставляемыми, согласно международному праву, дипломатическим представителям.

El portador de este pase tiene derecho, de conformidad con la sección 19 del artículo V de la Convención sobre Prerrogativas e Inmunitades de las Naciones Unidas, a que se le otorguen las prerrogativas e inmunidades, exenciones y facilidades que se otorgan a los enviados diplomáticos de acuerdo con el derecho internacional.

_____ for the Secretary-General

التسهيلات الدبلوماسية

حامل هذا الجواز مدير ومن حقه : بمقتضى البند ٢٧ من المادة السابعة من اتفاقية امتيازات الأمم المتحدة ومسانقتها . أن يتمتع بنفس التسهيلات التي تمنح للمبعوثين الدبلوماسيين حين يكون مسافراً في مهمة للأمم المتحدة

外交便利

持证人是联合国局长，根据联合国特权及豁免公约第七节第二十七节的规定，因联合国公务旅行时，享有外交使节所享有的同样便利。

DIPLOMATIC FACILITIES

The bearer of this laissez-passer is a Director and under Section 27, Article VII, of the Convention on the Privileges and Immunities of the United Nations is entitled when travelling on the business of the United Nations to the same facilities as are accorded to diplomatic envoys.

FACILITÉS DIPLOMATIQUES

Le titulaire du présent laissez-passer a rang de Directeur. Aux termes de l'Article VII, section 27, de la Convention sur les privilèges et immunités des Nations Unies, il a droit, lorsqu'il voyage pour le compte de l'Organisation, aux mêmes facilités que les envoyés diplomatiques.

ДИПЛОМАТИЧЕСКИЕ ЛЬГОТЫ

Представитель настоящего пропуска является должностным лицом Объединенных Наций в ранге Директора и, согласно разделу 27 статьи VII Конвенции о привилегиях и иммунитетах Объединенных Наций, пользуется, при поездках по делам Объединенных Наций, теми же льготами, какие предоставляются дипломатическим представителям.

FACILIDADES DIPLOMATICAS

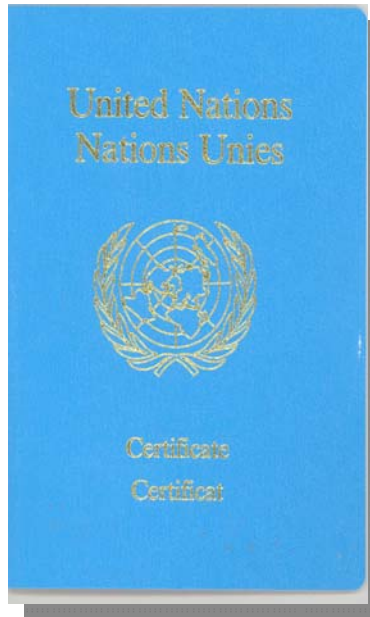
El portador de este pase tiene rango de Director y, de conformidad con la sección 27 del Artículo VII de la Convención sobre Prerrogativas e Inmunitades de las Naciones Unidas, tiene derecho, cuando viaja en misión de las Naciones Unidas, a las mismas facilidades que se conceden a los enviados diplomáticos.

_____ for the Secretary-General

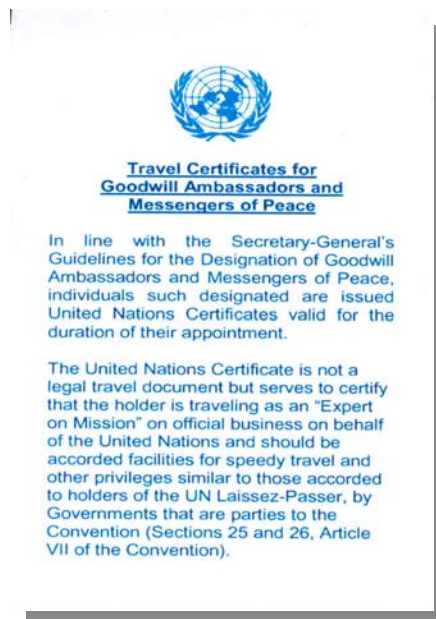
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B. UN CERTIFICATE



INSERT FOR GOODWILL AMBASSADORS AND MESSENGERS OF PEACE



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C. UN FAMILY CERTIFICATE



The image shows a UN Family Certificate form with a light green background and a repeating watermark of the UN logo. At the top center is the UN logo and the text "UNITED NATIONS • NATIONS UNIES". Below this, the text reads: "TO ALL WHO SHALL SEE THESE PRESENTS, A TOUS CEUX QUI VERRONT LES PRÉSENTES." followed by "GREETINGS : SALUT!". The main body of the form contains several sections with horizontal lines for text entry: "THE BEARER OF THIS DOCUMENT LE PORTEUR DES PRÉSENTES", "IS A FAMILY MEMBER OF EST UN MÈMBRE DE LA FAMILLE DE", "AN OFFICIAL OF FONCTIONNAIRE DE", "ON BUSINESS FOR THE UNITED NATIONS. EN MISSION POUR LE COMPTE DE L'ORGANISATION DES NATIONS UNIES.", "YOU ARE REQUESTED TO EXTEND TO THE BEARER THE COURTESIES, FACILITIES, PRIVILEGES AND IMMUNITIES TO WHICH HE OR SHE MAY BE ENTITLED. NOUS VOUS PRIONS D'ACCORDER AU PORTEUR LES ÉGARDS, FACILITÉS, PRIVILÈGES ET IMMUNITÉS AUXQUELS IL (OU ELLE) PEUT AVOIR DROIT.", "THE BEARER IS ACCOMPANIED BY THE FOLLOWING PERSONS : LE PORTEUR EST ACCOMPAGNÉ DES PERSONNES DÉSIGNÉES CI-APRÈS :". There are three horizontal lines for listing names. On the left side, there are fields for "ISSUED BY ÉMIS PAR" (with "TRANSPORTATION DIVISION DIVISION DES TRANSPORTS" printed below), "DATE OF ISSUANCE DÉLIVRÉ LE", and "VALID UNTIL VALABLE JUSQU'ÀU". On the right side, there is a field for "SECRETARY GENERAL SECRÉTAIRE GÉNÉRAL" and a large rectangular box for a "SIGNATURE". A red diagonal stamp with the word "SPECIMEN" is placed over the center of the form. At the bottom right, the number "F115717" is printed in red.

VII. APPENDIX B

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Organizations of the UN Family

- Advisory Committee on Administrative and Budgetary Questions (ACABQ)
- Economic and Social Commission for Asia and the Pacific (ESCAP)
- Economic and Social Commission for Western Asia (ESCWA)
- Economic Commission for Africa (ECA)
- Economic Commission for Europe (ECE)
- Economic Commission for Latin America and the Caribbean (ECLAC)
- Food and Agriculture Organization of the United Nations (FAO)
- International Atomic Energy Agency (IAEA)
- International Civil Aviation Organization (ICAO)
- International Civil Service Commission (ICSC)
- International Computing Centre (ICC)
- International Court of Justice (ICJ)
- International Criminal Tribunal for the Former Yugoslavia (ICTY)
- International Criminal Tribunal Rwanda (ICTR)
- International Fund for Agricultural Development (IFAD)
- International Labour Organization (ILO)
- International Maritime Organization (IMO)
- International Monetary Fund (IMF)
- International Seabed Authority
- International Telecommunications Union (ITU)
- International Trade Centre UNCTAD/WTO (ITC)
- International Tribunal for the Law of the Sea (ITLOS)
- Joint Inspection Unit (JIU)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- Office of the High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR)
- Office of the United Nations Security Coordinator (UNSECOORD)
- Organisation for the Prohibition of Chemical Weapons (OPCW)
- Panel of External Auditors of UN, Specialized Agencies and International Atomic Energy Agency
- Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
- The World Bank Group (IBRD, IDA, IFC, MIGA, ICSID)
- UN Interregional Crime and Justice Research Institute (UNICRI)
- United Nations Board of Auditors (UNBOA)
- United Nations Capital Development Fund (UNCDF)

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- United Nations Children's Fund (UNICEF)
- United Nations Compensation Commission (UNCC)
- United Nations Conference on Trade and Development (UNCTAD)
- United Nations Convention to Combat Desertification (UNCCD)
- United Nations Development Programme (UNDP)
- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- United Nations Environment Programme (UNEP)
- United Nations Framework Convention on Climate Change (UNFCCC)
- United Nations Headquarters, New York (UNHQ)
- United Nations Human Settlements Programme (UN-HABITAT)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Institute for Disarmament Research (UNIDIR)
- United Nations Institute for Training and Research (UNITAR)
- United Nations Joint Staff Pension Fund (UNJSPF)
- United Nations Office at Geneva (UNOG)
- United Nations Office at Nairobi (UNON)
- United Nations Office at Vienna (UNOV)
- United Nations Office for Project Services (UNOPS)
- United Nations Office on Drugs and Crime (UNODC)
- United Nations Population Fund (UNFPA)
- United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)
- United Nations Research Institute for Social Development (UNRISD)
- United Nations System Staff College (UNSSC)
- United Nations University (UNU)
- United Nations Volunteers (UNV)
- United Nations World Tourism Organization (WTO - Tourism)
- Universal Postal Union (UPU)
- World Food Programme (WFP)
- World Health Organization (WHO)
- World Intellectual Property Organization (WIPO)
- World Meteorological Organization (WMO)
- World Trade Organization (WTO - Trade)

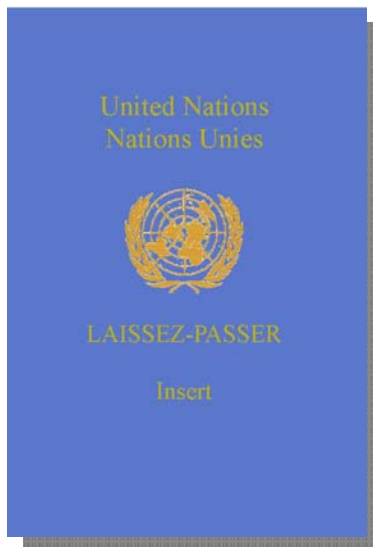
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VIII. APPENDIX C

LAISSEZ-PASSER INSERT – GUIDELINES

Cover



Inside Pages

Important Notice to Holders of United Nations Laissez-Passers

Laissez-Passers (LP) are issued only for use in connection with travel on official business, i.e. travel paid for or authorized by the United Nations. Upon receipt of a Laissez-Passer, staff members should record the LP number, and the date and place of issuance in a safe place for possible future reference.

Moreover Laissez-Passer holders are requested to comply with the following instructions:

I. Request for renewal or replacement of a Laissez-Passer

- (1) Submit a fully and accurately completed application form, duly signed by a certifying officer to the United Nations' or Specialized Agency's issuing office. For application of a new Laissez-Passer, attach one passport size photograph.
- (2) Submit the previous Laissez-Passer together with the certified application for renewal.
- (3) Should the previous Laissez-Passer contain still valid and necessary visas, indicate the pages that should not be cancelled.
- (4) Cancelled Laissez-Passers are usually returned to the holder together with the new document.
- (5) The names and photos of dependent family members are only included in the Laissez-Passer if these family members are accompanying the staff member on official travel, i.e. home leave, mission assignment, etc. Normally the names of children over 21 years of age are not included in a Laissez-Passer.

II. Cases of loss or theft

The Laissez-Passer is a valuable and important official travel document. In this respect all possible care is to be taken to prevent its loss or theft. Staff members may not be eligible for a new Laissez-Passer if an outstanding LP exists in their name.

In case of loss or theft of the LP the holder must undertake the following actions as soon as possible:

- (1) Report the loss to the local police authorities and obtain, if possible, a police report.
- (2) Submit a written report to the security officials of the nearest United Nations office where the loss occurred or was noticed. The report should contain the LP number, the date and place of issue, a description of when and where and under which circumstances the document was lost or stolen, the actions taken by the staff member to trace the document, and the date at which the loss or theft was reported to the local authorities; attach a copy of the police report (see (1) above). The office receiving this report should forward it to the respective issuing office of the United Nations in New York, Geneva or Vienna or of the Specialized Agency concerned.
- (3) Notify above offices immediately in writing if the lost Laissez-Passer was recovered and return it to the issuing office for cancellation. Do not attempt to travel using a Laissez-Passer that was previously reported as lost or stolen. You may be stopped by immigration officials.

III. Short term personnel

Staff members recruited on a short-term basis must return their Laissez-Passer after each mission according to the instructions they will be given.

(Continued on next page)

Back Cover

IV. Separation from Service

It is essential that all Laissez-Passers (valid as well as expired) are returned to the respective issuing office of the United Nations or Specialized Agency for cancellation prior to separation from service. If requested, the Laissez-Passer will be returned to the former staff member after

OCSS/Travel and Transportation Section, NYHQ
10/05