**Instructions**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

1. As per the eligibility criteria described in paragraph 24 of the SOP, a Laissez-Passer is issued for use in connection with travel on official business, (i.e. travel paid for or authorized by the United Nations or a Specialized Agency).
2. At any given time an official of the United Nations or a Specialized Agency may hold only one active Laissez-Passer. A Laissez-Passer remains **active** until it is physically cancelled by one of the issuing offices in New York or Geneva, even past its expiration date.
3. This form should **ONLY** **be printed** after **all information required** in Part A (Applicant) is completed electronically, otherwise it will **NOT** be accepted. Only the current version of the **TTS.2 form (12-23)** will be accepted. **No manual changes may be made to the form. Especially not to field no. 14 “Appointment Expiration Date”.**
4. Attach one photograph to the specifications provided on page two of this form.
5. Proof of authorized official travel must be provided with every application unless the official is a non-citizen stationed in a duty station or country where one is required (see [list](https://iseek.un.org/system/files/list_of_security_countries_0.pdf)).
6. Because the Laissez-Passer accompanies the holder’s national passport, the data of both documents must match. A copy of the data page of the applicant’s national passport, issued by the government of the applicant’s official nationality, must be provided with every application. The application form must reflect the applicant’s name exactly as it is printed in the machine readable zone (MRZ, see below sample of an UNLP MRZ) of the national passport, i.e. first and last names are separated by 2 chevrons (<<) in ICAO compliant national passports. Additional information on ICAO passport standards are available on request.

|  |  |
| --- | --- |
| UNLP MRZ: |  |

1. **For Umoja participating offices: The Laissez-Passer issuance software is linked to Umoja, therefore all relevant application data must exactly match the applicant’s current Umoja data.**
2. **The status of previously issued UNLP can be verified under the Personal ID info type in Umoja of each applicant.**
3. Submit the original form (no scans or copies) through the appropriate certifying officer (CO). The CO’s wet signature is required.
4. The standard processing time of a Laissez-Passer application is generally five business days from submission of a duly completed and certified form to the issuing offices in New York or Geneva. Processing times may be adjusted on short notice if required. Applications should be submitted **no later than 16 days prior to the anticipated travel date.** Additional time must be calculated for shipment to/from New York or Geneva and for the processing of visas.
5. The issuing offices will charge departments an express fee for any applications received with less than standard processing time. For offices billed through Umoja, a valid and complete billing code must be provided for the application to be processed. To facilitate billing, Departments are advised to provide a default billing code to their respective issuing office. (Current rates are available upon request from the issuing offices).
6. It is essential that **ALL** active (valid and expired) Laissez-Passers are returned to the issuing offices in New York or Geneva through the respective requesting office for cancellation upon replacement, expiration or prior to separation from the Organization. If requested, the Laissez‑Passer will be returned to the former staff member after cancellation.

**NOTE: The Laissez-Passer is an important official travel document. In this respect, all possible care is to be taken to prevent its loss, damage or theft. If such a case arises, the issuing office must be contacted immediately for further instructions.**

**BE SURE TO PRINT PAGES 3 AND 4 OF THIS FORM DOUBLESIDED**

[Standard Operating Procedure – Issuance of United Nations Travel Documents](https://iseek-newyork.un.org/system/files/iseek/LibraryDocuments/593-2006012715561757377.pdf)

**PHOTOGRAPHS**

1. Photographs are a vital part of the application. All photographs submitted with applications for United Nations travel documents must have been taken **within six months** of the date of the application. Failure to provide photographs that do not comply with these guidelines will result in processing delays. The acceptance of photographs is always at the discretion of the document issuing office.
2. Certifying officers must ensure that the photographs are recent, of the applicant and meet the ICAO standards (as per these guidelines) before the application is forwarded for processing.

**Photographs must be:**

* + In colour
	+ Printed on photo quality paper
	+ 2 x 2 inches (51 x 51 mm) in size
	+ Taken within the last 6 months to reflect applicant’s current appearance
	+ Taken in front of a plain white background (no shadows may be visible)
	+ Taken in full-face view directly facing the camera
	+ With a neutral facial expression and both eyes open (teeth should not be visible as this will affect the biometric scanning and recognition of the photograph)

**Subjects must not:**

* + Wear hats and other head coverings, unless worn daily for religious purposes (the full face must be visible and no shadows may be cast on the face)
	+ Wear headphones wireless hands-free devices or similar items
	+ Wear glasses

**Photographs will be rejected if they:**

* + do not meet above requirements
	+ are colour copies
	+ are digitally scanned from another document
	+ are snapshots, low quality vending machine or mobile phone photos, full-body photographs
1. It is recommended that all passport photos are taken by professional passport photo services. When photos are taken in private settings, it is almost impossible to achieve the required quality results, unless multiple light sources are used to illuminate the subject. A single flash light will not suffice, to produce sufficient light for a bright, white background and will also cast shadows of the subject.

**Paper Photo Head Size Template**



**Well Composed Photo Composition Examples**



|  |  |
| --- | --- |
| Part A | APPLICANT (ALL DATES ARE IN DAY/MONTH/YEAR FORMAT) |
| 1. INDEX NO. | 2. LAST NAME (exactly as in the MRZ of the National Passport) | 3. FIRST, MIDDLE NAMES (exactly as in the MRZ of the National Passport) |
|  |  |  |
| 4. SEX | 5. DATE OF BIRTH | 6. PLACE OF BIRTH (City, Country) | 7. NATIONALITY (official only) |
|  |  | **,**  |  |
| 8. NATIONAL PASSPORT NO. | 9. PASSPORT EXPIRATION DATE | 10. DUTY STATION (City, Country) | 11. GRADE LEVEL |
|  |  | **,**  |  |
| 12. TYPE OF APPOINTMENT | 13. APPOINTMENT START DATE | 14. APPOINTMENT EXPIRATION DATE | 15. ORGANIZATION/DEPT. |
|  |  |  | **/** |
| 16. FUNCTIONAL TITLE | 17. E-MAIL ADDRESS | 18. ANTICIPATED TRAVEL DATE |
|  | **@** |  |
| 19. IS YOUR CURRENT UNLP CANCELLED PHYSICALLY? (See par. 2 of the instructions page) | *If you answered ‘yes’ to question 19. and were allowed to retain your current LP\*, you must return it immediately upon receipt of the new document.* (\*certain conditions apply, inquire with your Administrative office.)**Initial here:**  |
| **No** **[ ]**  | **Yes** **[ ]  LP No.**  |  |
| 20. REMARKS |
|  |
| *I certify that the above statements are true to the best of my knowledge.* | Signature of Applicant |  | Date |
| Part B | CERTIFYING OFFICER |
| **Rush Request\*** | REQUEST FOR | *I certify that all the above information is correct and that the applicant is a Staff Member. I have read and am familiar with the “SOP - Issuance of UN Travel Documents”* |
| LP required by | Blue LP | **[ ]**  |  |
|  |  |  | Red LP | **[ ]**  |  |  |
| Day | Month | Year | Duplicate LP | **[ ]**  |  |  |
| **For Umoja clients only: Billing Information** | Signature of Certifying Officer | DATE |
| Fund: |       |  |  |
| Funds Center: |       |  |  |
| **One of the following:** | Print Name and Title | ORGANIZATION/DEPT. |
| Cost Center: |       |  |  |
| WBSE: |       | PHONE NO. | E-MAIL |
| Internal Order: |       |  |  |
| Funds Approver: |       |  |  |
| **\*Refers to the date the document is requested to be ready for pick-up from the issuing office. For processing in less than 5 business days an express fee will be charged.**  |
| PART C | FOR OFFICIAL USE ONLY – **Do not write below this line** –  |
| Received: | RED | DIPL. | DIRECTOR | DUPL. | REPLACEMENT OF LOST |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Notes: | CHIEF of Section | DATE |
|  | CHIEF of Unit | DATE |
|  | SUPERVISOR, Visa Team | DATE |
|  |
| **PHOTOGRAPH SPECIFICATIONS** |
| tts2STAPLE BELOW SHOULDER LINEor use double sided tape to affix photograph. | **Attach one QUALITY colour photograph with the following specifications:*** Size: 2” x 2” / 5 cm x 5 cm (if you can see the frame of this box, the photo is too small!)
* Chin to top of hair is from 1" / 2,5 cm to 1 3/8" / 3,5 cm on passport photo
* Plain white (!) background
* Front view, full face, no glasses, no headgear (unless for religious purposes)
* **Photo must be less than 6 months old**
* Image must be printed on quality photographic paper

**PHOTOGRAPHS THAT DO NOT MATCH THESE SPECIFICATIONS WILL BE REJECTED.**For additional specifications refer to the ‘Guide to the Issuance of UN Travel Documents’, available on I-Seek.  |
| **The Laissez-Passer is an official travel document and the image is the most important feature to identify the bearer.** |

**Application Rejected**

|  |  |
| --- | --- |
| ❑ | Missing supporting document(s): |
| ❑ | Application data does not match ❑ national passport:❑ Umoja record (personal data/contractual data): |
| ❑ | Applicant has an outstanding Laissez-Passer, which must be submitted for cancellation before a new document can be issued. See attached Holder History. |
| Laissez-Passer no.: | Issued on: |
| ❑ | Applicant did not initial field 19, confirming return of current Laissez-Passer |
| ❑ | Appointment expired |
| ❑ | Form is not signed by authorised Certifying Officer |
| ❑ | Photograph does not meet quality standards and/or specifications: |
| ❑ | Missing/incomplete billing information: |
| ❑ | Missing/incomplete TTS.2 Supplemental form and/or proof of travel |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

**NOTES:**

**The required processing time will re-apply from the date of resubmission of an initially rejected application.**