Executive Summary

In keeping with new technologies and new security techniques in producing and processing travel documents, the Organization introduces a new electronic United Nations Laissez-Passer (e-UNLP) with enhanced security features to replace the current UNLP. The e-UNLP is compliant with the standards of the International Civil Aviation Organization (ICAO), which holds governance responsibility for international travel documents. The Guide to the Issuance of United Nations Travel Documents, issued by the Department of Management of the United Nations (version January 2011), has been revised to reflect specific requirements concerning the management and use of the e-UNLP in accordance with relevant ICAO standards and United Nations policy.

By adopting the e-UNLP in compliance with the relevant ICAO standards, the Organization will have in place a “passport” that will provide a standard of assurance of validity and integrity of the information of the bearer similar to that provided by member states issuing e-Passports. Some of the additional key security elements of the e-UNLP are the use of facial recognition tools, a fixed validity of five years and complex design features to ensure authenticity of the book.

With the improvement in technology, travel documents have become more secure and therefore more difficult to forge. It is imperative that the issuing and production authorities of Laissez-Passer ensure that each applicant for a Laissez-Passer is eligible to receive this document.

The Department of Management accordingly anticipates that with the implementation of the e-UNLP there will be an increase in the number of Member States accepting the e-UNLP as an official travel document, and waiving or simplifying entry visa requirements for official travel.
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Introduction


At the United Nations Headquarters (UNHQ) in New York, the Office of Central Support Services (OCSS) has the overall responsibility of monitoring and administering the issuance of these documents. At UNHQ these functions are performed by the Travel Unit of the Travel and Transportation Section and at the UN Office in Geneva by the Visa Sub-Unit of the Transport and Travel Unit, Purchase and Transportation Section. New documents can only be issued at UNHQ and UNOG.

I) United Nations Laissez-Passer (UNLP)

1. There are two series of Laissez-Passer issued by the United Nations:
   - Laissez-Passer for officials of the United Nations and related organizations which bear regular numbers issued in sequence.
   - Laissez-Passer for officials of Specialized Agencies which have serial numbers prefixed with the Letter A.

2. United Nations/Specialized Agencies e-UNLP are issued to United Nations officials pursuant to the 1946 Convention on the Privileges and Immunities of the United Nations (hereinafter the General Convention) and to officials of the Specialized Agencies pursuant to the 1947 Convention on the Privileges and Immunities of the Specialized Agencies (hereinafter the Specialized Agencies Convention). United Nations Laissez-Passer may also be issued to officials of certain related organizations which have their own multilateral instrument conferring privileges and immunities, including the use of the Laissez-Passer, on the organization and its personnel. Laissez-Passer issued under the authority of such instruments may normally contain one or more inserts, identifying the holder as an official of such organisation and identifying the source and nature of the privileges and immunities the holder enjoys in that capacity.

3. The General and Specialized Agencies Conventions provide for the issuance of the Laissez-Passer as an official travel document. It 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, that is, travel paid for or authorized by the respective organization/agency. Visas may only be entered therein for such purposes. Residence visas/permits should be placed in the official's national passport. The Laissez-Passer does not replace a national passport but complements it and both documents should always be carried together when on official travel.

A) Eligibility

4. To be eligible to be issued a Laissez-Passer, the applicant must be an “Official” of the United Nations or related organization or of a Specialized Agency. A person is
considered to be an “Official” of the United Nations if given a letter of appointment under the Organization’s staff regulations and rules or is otherwise identified as such by the Secretary-General for the purposes of Section 17 of the General Convention. 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 and to communicate them in writing to the United Nations.

5. Officials are eligible to be issued a Laissez-Passer if the following conditions are met:
   a) Applicants are stationed outside of their home country and the United Nations Department of Safety and Security has determined that a security condition exists (see Section Q for special replacement procedures in such cases), or
   b) Applicants are required to travel to perform their official duties and specific travel plans are attached to the application form, and
   c) Applicants are not already holding an active Laissez-Passer.

6. If the official is holding an active Laissez-Passer, the criteria for eligibility for either a duplicate Laissez-Passer or the re-issuance of a Laissez-Passer described in Sections L and M below must be met.

B) Persons not entitled to a Laissez-Passer

7. The following are some of the categories of persons employed by or affiliated with the United Nations who are not normally entitled to receive a Laissez-Passer:
   Goodwill Ambassadors, Messengers of Peace, consultants of United Nations organizations and Funds and Programmes, experts, individual and institutional contractors. However, if they meet eligibility criteria as set out in section II) A., they may be issued a United Nations Certificate.

C) Types of Laissez-Passer

8. There are two types of Laissez-Passer as defined by the colour of their covers: Red or Blue. The position and grade level of the applicant determines the eligibility for a red or blue Laissez-Passer.

D) Red Laissez-Passer

9. At the United Nations and related organizations utilizing the same grade level system, red Laissez-Passer are issued to officials at the following levels:
   a) Secretary-General, Deputy Secretary-General, Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank
   b) Directors (D-2)

10. Red Laissez-Passer may be issued on an exceptional basis to officials below the rank of Director (D-2) within one of the following categories:
   a) Persons on special mission having the title of Personal Representative of the Secretary-General;
b) Chiefs of Mission Support and Directors/Chiefs of Administration of Offices away from HQ and United Nations Missions in the field;

c) Persons in charge of an independent United Nations country Office away from HQ;

d) Resident Representatives when in charge of an independent country office of the following organizations:
   o United Nations Development Programme (UNDP)
   o United Nations Fund for Population Activities (UNFPA)
   o United Nations Office for Project Services (UNOPS)
   o United Nations Children’s Fund (UNICEF)
   o United Nations Women (UN Women)

e) Principal Secretaries of United Nations Commissions

f) Directors of United Nations Information Centres (UNIC)

g) Chiefs of Mission of the United Nations High Commissioner for Refugees (UNHCR)

h) Field Directors of the United Nations Relief and Works Agency (UNRWA)

Any decision in respect to the exceptional issuance of red Laissez-Passer shall lie with the Assistant Secretary-General of OCSS.

11. Red Laissez-Passer are issued to officials of the Specialized Agencies using grade level systems different from that of the United Nations in accordance with Section 21 and 30 of the Specialized Agencies Convention 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. The lists of the officials entitled to red Laissez-Passer under the above-mentioned provisions of the Specialized Agencies Convention are provided in Annexes B and C, par. 1. and 2. of this document. The Annexes may be updated based on information provided by the Specialized Agencies.

12. Red Laissez-Passer may only be issued on an exceptional basis to officials of Specialized Agencies below the specified ranks when they are designated by the respective Agency’s Executive Head as falling within one of the categories listed in Annexes B and C, par. 3. of this Guide. The Annex may be updated based on information provided by the Specialized Agencies.

E) Withdrawal of red Laissez-Passer

13. Red Laissez-Passer issued on an exceptional basis to officials listed in Section D, par. 10 and 12 above and in Annexes B and C, par. 3 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 Laissez-Passer can only be issued to such officials after cancellation of the exceptionally issued red Laissez-Passer.
F) Privileges and Immunities

14. Red Laissez-Passer issued to officials entitled to full diplomatic privileges and immunities under Section 19 of Article V of the General Convention (see Section D par. 9. a) contain an insert with the following statement:

“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”.

15. Red Laissez-Passer issued to Directors (D-2) (see Section D par. 9. b) contain the following 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”.

16. Red Laissez-Passer issued to officials below the rank of Director (D-2) (see Section D par. 10.) do not contain any inserts.

17. Executive Heads of Specialized Agencies, including any official acting on their behalf during their absence from duty, 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 (see Annexes B and C, par. 1.) receive red Laissez-Passer 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”.

18. Deputy or Assistant Executive Heads or Directors and other officials of equivalent rank (see Annexes B and C, par. 2.), other than those referred to in par. 17. above, receive red Laissez-Passer 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.”

19. Exceptionally issued red Laissez-Passer (see Annexes B and C, par. 3.) do not contain any inserts.

20. Specific inserts may be produced for the purpose of making reference to the specific instrument conferring privileges and immunities to the officials of a related organization (see par. 2. above).
G) Individuals on appointments with nominal remuneration

21. Individuals on permanent, continuing or fixed-term contracts at the Assistant Secretary-General level and above with only nominal remuneration shall be eligible to be issued a red Laissez-Passer without inserts.

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

H) Blue Laissez-Passer

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

I) Application

24. The information submitted by the applicant must be protected during the entire issuance process and also after the travel document is issued. Privacy and protection of data are essential elements in ensuring the security of the travel document issuance process. Offices processing requests for Laissez-Passer should have in place suitable access control systems to ensure that only current members of those offices will have access to the offices and the physical and electronic data held by those offices.

25. An application for the issuance of a Laissez-Passer, complete with one recent passport size photograph (see section “Photographs” for specifications) should be prepared and signed by the official on an “Application for Issuance of United Nations Laissez-Passer (online form TTS.2). The application must be certified by the authorized certifying official, as confirming the following:

- the applicant is an official who is eligible to hold a Laissez-Passer;
- the data is correct;
- the submitted photo is of the applicant and recent (within standards, see section “Photographs”).

26. The application form and photo should then be submitted to one of the respective issuing offices in New York or Geneva. Applications for Laissez-Passer for officials who are serving at offices away from headquarters, must be routed through and certified by an authorized certifying officer of the respective organization’s/agency’s headquarters office.

27. A copy of the data page of the staff member’s valid national passport shall be affixed to each application for a new Laissez-Passer. As the Laissez-Passer is to be used in conjunction with the national passport, the data of the two documents must be consistent. Any discrepancies may result in rejected Laissez-Passer applications and/or difficulties at border crossing stations.

J) Certification Process

28. Individual organizations designate certifying officers who have the authority to request the issuance of United Nations travel documents for officials of their organization. The number of certifying officers should in all cases be limited to the absolute minimum in order to maintain the integrity of the application process. All certifying officers are
expected to be fully conversant with these guidelines and adhere to the standards in order to protect the integrity of United Nations travel documents across the Common System.

29. Heads of Departments of the United Nations or Directors-General of Specialized Agencies, Executive Heads of other organizations and Registrars of International Tribunals have the authority to certify applications for the issuance of both red and blue Laissez-Passer, United Nations Certificates and Family Certificates. They may, in turn, delegate authority to other officials as appropriate. Directors-General of Specialized or other Agencies may assign one individual in their agency at a time, who can delegate this certifying authority on their behalf.

30. Designated certifying officers will be held accountable for any misuse or abuse of the delegated certifying authority. In extreme cases of misuse or abuse of this authority, the Office of Central Support Services may revoke the delegated authority of individual officers.

31. Delegation of certifying authority may be granted for the duration of the official’s appointment but may not exceed five years. It can subsequently be renewed.

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

33. Sample signatures of all certifying officers must be provided to the issuing offices at Headquarters or the United Nations office in Geneva by submitting Form P.86/Travel “Delegation of Authority for United Nations Travel Documents”.

34. It is the responsibility of the certifying officer to ensure that all required information for an application for a United Nations travel document, including a recent photograph and a copy of the bio-data page of the applicant’s national passport is provided and that it is complete and accurate before certifying.

35. Upon separation from the organization, transfer to a different department or office, or change in responsibilities of such authorized certifying officers, the delegating officer must notify the respective issuing offices of their termination of delegated authority. Failure to do so may result in delays to delegate authority to the successor of the departing certifying officer.

K) Validity

36. Laissez-Passers are issued for use only on official travel during a period of employment. The fixed validity of a Laissez-Passer is five years. When employment requiring official travel is continuous, a new Laissez-Passer may be requested. All Laissez-Passer that have expired or have no blank pages for visa insertions, must be returned to the issuing office for formal cancellation.

L) Duplicate Laissez-Passer

37. At any given time an official of the United Nations or related organization 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”). The reason for requesting a duplicate Laissez-Passer must clearly be explained on the application form or the attached supporting documentation.

**M) Re-issuance**

38. Officials who are holding a Laissez-Passer, even if it is expired, must meet the following criteria to be eligible to be re-issued a new Laissez-Passer:

   a) The Laissez-Passer they are holding contains inaccurate information in any of the following fields:
      
      o Name
      o Date of Birth
      o Index Number
      o Gender
      o United Nations, Specialized Agency or related organization designation; or

   b) The Laissez-Passer they are holding is expired or will expire within six months of the application; or

   c) There are less than five blank visa pages in the Laissez-Passer they are holding; and

   d) The other requirements to be issued a new Laissez-Passer described in Section A above are met.

**N) Safekeeping**

39. Issuing officials should ensure that blank booklets as well as personalized Laissez-Passer are contained in a secure facility such as a vault or a safe with access limited to authorized individuals.

40. Departments and local offices are advised to require non-frequent travellers to return their Laissez-Passer for centrally organized safekeeping upon completion of official travel.

41. Officials entering into special leave without pay must submit their Laissez-Passer to their administrative offices for safekeeping. These documents shall be returned when the officials resume their duties.

42. Field offices and other offices away from Headquarters must designate at least one official to oversee the local administration of safekeeping facilities and the respective organizations’ Headquarters office must receive regular updates on the name and contact details of the designated officials.
43. Offices may make use of the issuing offices’ central safekeeping facilities, rather than administer their own under the following circumstances:
   a) Offices located in the same duty station as issuing offices
   b) Offices located away from issuing office duty stations
      o where the United Nations Department of Safety and Security has NOT determined that a security condition exists
      o Laissez-Passer sent for central safekeeping are to be used infrequently
44. Where frequent travellers are allowed to keep their Laissez-Passer they must be made aware of the value of the document and that it should be given the same attention as their national passport. They should also be advised that the Laissez-Passer remains the property of the Organization until it is formally cancelled by one of the issuing offices.
45. Controlling the security of the Laissez-Passer from issuance through cancellation has a direct impact on the international respect and acceptability accorded to the document’s integrity. In this regard, the integrity of Laissez-Passer accounting is paramount.

O) Cancellation of a Laissez-Passer upon separation
46. All Laissez-Passer that have expired, or have no blank pages for visa insertions, must be returned to one of the issuing offices for physical cancellation. It is the responsibility of the respective authorized certifying officers and their delegates to ensure that officials return their Laissez-Passer. Departmental lists of active Laissez-Passer may be obtained from the issuing offices for reconciliation purposes.
47. If requested, the Laissez-Passer will be returned to the (former) official after cancellation.
48. It is strongly recommended that final payment/remuneration be withheld from the staff member until the Laissez-Passer is returned for formal cancellation. Each organization will be held responsible to ensure compliance. Penalties and/or suspension of issuance of Laissez-Passer may ensue for non-compliance.
49. Officials who transfer from one United Nations organization to another or are seconded to another organization can retain their Laissez-Passer without prior cancellation provided that:
   o the break in service is equal to or less than 30 days
   o the index numbers remain the same
   o they remain in travel status to perform their duties
   o the issuing office is notified of their change in organization and location
50. In certain circumstances, it may be appropriate for the issuing office to hold the Laissez-Passer of a separating official for safekeeping rather than cancellation. This will be decided at the discretion of the issuing office. Certifying officials submitting Laissez-Passer to the issuing office for cancellation shall make it known if the official is likely to return to service within the validity period of the Laissez-Passer.
P) Loss or theft

51. The Laissez-Passer is an asset of the Organization and does not belong to the holder. It is provided to travellers solely for the purpose to perform their duties. The attention of holders of Laissez-Passer 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 should be reported to the issuing offices and the Department of Safety and Security at Headquarters for appropriate action, including 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. Follow-up with the local police authorities to the extent possible in an effort to trace the missing Laissez-Passer.

   b) Report a lost or stolen Laissez-Passer to the local United Nations Security office and obtain an incident report 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 under which it was lost/stolen and the action taken by the official to trace the document.

   c) Attach the incident report and any locally filed police report, along with an English or French language translation where applicable, to the application for a new Laissez-Passer.

   d) Advise the issuing offices immediately if the Laissez-Passer is found.

52. Once the Laissez-Passer was reported lost or stolen, it must be declared invalid for travel and be immediately deactivated in the database. If the Laissez-Passer is subsequently found, it must be returned to the issuing office for physical cancellation. Individuals travelling on a Laissez-Passer that was previously reported lost or stolen risk detention at border crossings.

53. Certifying officers shall inform officials of their responsibilities in respect of the travel document they hold and the possible consequences for loss or theft of the document.

54. After three lost Laissez-Passer reports, the charge to the requesting office for subsequent Laissez-Passer issued to that individual shall be twice the normal rate.

Q) Procedure for countries in which the United Nations Department of Safety and Security has determined that a security condition exists

55. In the case that officials are eligible for re-issuance of their Laissez-Passer under the conditions in Section M, and they are assigned to a duty station where security conditions require them to have access to a Laissez-Passer at all times, their Laissez-Passer may be retained while a new one is being issued. The old Laissez-Passer has to be submitted for physical cancellation to the issuing office immediately upon receipt of the newly issued Laissez-Passer.

56. The application for a new Laissez-Passer is submitted to the issuing offices in accordance with Section I.
57. After receipt of the new Laissez-Passer at the local office, the Head of Office will submit both the new and the old Laissez-Passer to the relevant authorities, for the transferral of visas as necessary.

58. 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 and shall maintain a log of signed receipts for record and audit purposes.

59. The Head of Office must then return the old Laissez-Passer through his/her organization’s Headquarters office to the issuing office within thirty days from receipt of the new Laissez-Passer.

60. Headquarters offices will be issued reports on un-returned and replaced Laissez-Passer as part of their inventory reconciliation packet. If a field office has un-returned and replaced documents over three reporting cycles, the office will be suspended from the Laissez-Passer programme until the outstanding documents are either returned or reported lost or stolen. In addition, failure to return Laissez-Passer replaced under this provision will result in difficulties and delays for the holder to obtain another United Nations travel document in the future.

**R) Abuse of Laissez-Passer**

61. The Laissez-Passer is the property of the United Nations. It is a valuable document and it must not be altered or mutilated in any manner. No amendments, additions, stamps or statements shall be placed therein unless authenticated by officials of governments in connection with official matters.
II) United Nations Certificate (UN Certificate)

1. 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 the United Nations or related organization or Specialized Agency.

A) Eligibility

2. UN Certificates are issued to individuals who are designated as experts on mission for the United Nations in accordance with section 22 of the General Convention or other persons who are travelling on the business of the Organization in accordance with Section 26 of the General Convention and with respect to other organizations in accordance with their applicable instruments on privileges and immunities.

B) Application

3. The “Application for United Nations Certificate”, online form PT.64, must be duly completed, printed and signed by the applicant and certified by the appropriate certifying officer (see section K above). After certification it is submitted to one of the respective issuing offices in New York or Geneva together with two recent quality passport size photographs (see “Photographs”).

C) Validity

4. The UN Certificate is issued for the duration of the applicant’s service agreement or mission for a period of up to one year. Where a service agreement is extended beyond the expiration date of a UN Certificate, a new Certificate should be requested and the previous one submitted for cancellation. UN Certificates are not renewable.
III) United Nations Family Certificate

1. The United Nations Family Certificate serves to identify the bearer as a family member of the official of the United Nations or related organization or Specialized Agency named therein. It is not an official travel document although it is sometimes accepted for visa purposes.

2. The purpose of the Family Certificate is to facilitate the official travel of family members in an area where undue hardship could result from the absence of a United Nations identification document. Supporting documentation of such hardship shall be submitted with each application for a Family Certificate.

3. Some countries have preferred to grant visas on the Family Certificate rather than on a national passport. This has occurred, for example, when a country has no established diplomatic relations with the issuing country of the bearer’s national passport.

A) Eligibility

4. A Family Certificate may be issued to the official’s immediate family members, such as a dependent spouse and/or eligible children (up to age 21) provided that:
   - the official has a valid Laissez-Passer
   - the journey is being made at the expense of the organization/agency; and
   - the absence of such a document may cause inconvenience with regard to freedom of movement in connection with authorized travel.

B) Application

5. 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 who should carefully review the circumstances before certifying the application. The certified application should be submitted along with official travel plans, a copy of the official’s valid Laissez-Passer and other supporting documentation to the respective issuing office at New York or Geneva together with two recent quality photographs of the applicant (see “Photographs”).

6. With the implementation of the e-UNLP, group photographs for United Nations Family Certificates will be eliminated. Where an application is made for a Family Certificate for two or more members of the same family travelling together but unaccompanied by the official, individual applications and photographs must be submitted for each traveller.

C) Validity

7. The maximum period of validity of a Family Certificate is three years. However, it may not exceed the validity of the official’s Laissez-Passer and/or the duration of the official’s appointment.

8. Family Certificates are not renewable and when a new one is requested, the previously issued document must be attached to the application for cancellation.
D) Separation from Service

9. 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 for cancellation.
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.

Number of required photographs:
- Laissez-Passer: 1
- UN Certificate: 2
- Family Certificate: 2

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 with tinted lenses, if clear colour prescription glasses are worn, glare is not acceptable (glare can be avoided by slightly tilting the glasses downward or removing the 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

3. 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

![Well Composed Photo Composition Examples](image-url)
Annex A

- 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 Criminal Court (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)
- Organisation for the Prohibition of Chemical Weapons (OPCW)
- 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)
- 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 International Strategy for Disaster Reduction (UNISDR)
• 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)
Annex B – World Bank Group

1. The following officials of the World Bank Group (WBG) are eligible to receive red Laissez-Passer, containing an insert in accordance with Section F par. 17. of these Guidelines:
   - World Bank President (Level L)
   - Executive Vice President, IFC (Level K)
   - Executive Vice President, MIGA (Level K)
   - Director General (Level K)
   - Chief Financial Officer (Level K)
   - Managing Director (Level K)
   - Regional Vice President (Level K)
   - Senior Vice President (Level J)
   - Vice President (Level J)

2. Red Laissez-Passer issued to the following officials contain an insert in accordance with Section F par. 18. of these Guidelines:
   - Executive Directors, Alternate Executive Directors and Senior Advisors to Executive Directors
   - Staff at Grade Level I
   - Chair, Inspection Panel (Ungraded)

3. Red Laissez-Passer shall be issued without insert on an exceptional basis to officials ranked below Level I when they are designated by the President of the WBG as within one of the following categories:
   - Highest ranking officer located in the country office and other WBG offices overseas, one for IFC and one for IBRD.
     Titles vary from one region to another, and can be any of the following:
     - Country Manager (Level H)
     - Senior Manager (Level H)
     - Principal Country Officer (Level H)
     - Chief Resident Representative, Resident Representative (Grade Level H)
     - Regional Manager (Level H)
     - Program Director (Level H)
   - West Bank and Gaza Only:
     - Program Manager, Lead Private Sector Development Specialist and other Level G staff
     - Head of Security and Logistics (Level F)
Annex C – International Monetary Fund

1. The following officials of the International Monetary Fund (IMF) are eligible to receive red Laissez-Passer, containing an insert in accordance with Section F par. 17. of the Guidelines:
   - Managing Director, Z*
   - First Deputy Managing Director, Y*

2. Red Laissez-Passer issued to the following officials contain an insert in accordance with Section F par. 18. of the Guidelines:
   - Deputy Managing Directors, X*
   - Executive Directors, W*
   - Alternate Executive Directors, V*

3. Red Laissez-Passer shall be issued without insert on an exceptional basis to officials designated by the Managing Director of the IMF as within one of the following categories:
   - Senior Advisors to the Executive Directors, U*
   - Directors of Departments, B1-5
   - Associate Directors of Departments, B1-5
   - Resident Representatives, A-12 and above
     In countries with two or more Resident Representatives, only the senior staff member is issued a red Laissez-Passer.
   - Overseas Directors at grade levels ranging from B-3 to B-5, holding one of the following titles:
     - Director of the Paris Office
     - Director, Representative to the United Nations
     - Director of the Geneva Office
     - Director of the Joint Vienna Institute
     - Director of the Office for Asia and the Pacific
     - Director of the Singapore Training Institute
     - Director of Joint Africa Institute
   - Highest ranking officer of an IMF office away from the IMF headquarters

* These positions are non-graded. Letters have been assigned with the sole purpose of identifying the individual’s title/function.