**UN Travel Documents and National Passport**

1. The United Nations issues travel documents to facilitate the official travel of its staff members and their eligible dependents. It also provides travel documents to individuals who are not staff members to facilitate their travel and the conduct of the official business for which they have been contracted by the organization to undertake.

**UN Travel Documents**

**UN Laissez-Passer**

1. The UN Laissez-Passer (UNLP) is issued to staff members of the United Nations under the authority of the Convention on the Privileges and Immunities of the United Nations of 1946 and the Convention on the Privileges and Immunities of the Specialized Agencies of 1947. [The Guide to Issuance of United Nations Travel Documents](https://popp.undp.org/node/3771) outlines the eligibility, privileges and immunities, application, certification and validity.

1. There are no renewals, amendments or inclusions of dependents.

**UN Family Certificate**

1. The UN Family Certificate identifies the bearer as being a family member of the UN official named therein. It is not an official travel document. [The Guide to Issuance of United Nations Travel Documents](https://popp.undp.org/node/3771) outlines the eligibility, application, certification and validity.

**UN Certificate**

1. The UN Certificate is a document issued to individuals who are not staff members of the United Nations and are travelling on official business on behalf of the organization. It provides limited privileges in accordance with the Convention on Privileges and Immunities of the United Nations. It is not a legal travel document but serves to facilitate the travel on UN business of individuals other than staff members of the UN.

1. [The Guide to Issuance of United Nations Travel Documents](https://popp.undp.org/node/3771) outlines the eligibility, application, certification and validity.

**UN Volunteer (UNV) Identity Card**

1. The UN Identity Card serves to identify the bearer as a UN Volunteer. It contains the volunteer’s name, agency and country to which he/she is assigned. It is not a travel document.

1. A UN Identity Card is issued to UNVs at the UNDP office in the country of assignment upon submission by the UN Volunteer of UNV Form VI 1/Rev.2, “Application for UN Volunteer Identity Card,” and two passport-size photographs.
2. In addition to the UN Volunteer’s name, agency and country to which he/she is assigned, the UNV identity card contains the following text in Arabic, Chinese, English, French, Russian and Spanish: “The bearer of this identity card is a UN Volunteer. It is requested that courtesies and facilities be extended to him/her in accordance with his/her special international status as a member of the United Nations Volunteers (UNV) and to facilitate by all suitable means the task in which he/she is engaged.”

1. Arrangements must be made by the UNDP Country Office (CO) to have the UNV identity card endorsed by the host government with a similar text in the official language of the country of assignment.

1. The UNV ID card is issued for the exact initial duration of the assignment. Its validity is extended as authorized by the UNV headquarters, in conjunction with any extension of assignment.

1. The names of recognized dependents authorized to join the UN Volunteer at the duty station may be added to the identity card at the discretion of the CO.

1. UNV Identity Cards must be returned to UNV Headquarters on completion of the UN Volunteer’s assignment.

**Roles and Responsibilities**

| **Responsible Party(ies)** | **Responsibilities** | **Remarks** |
| --- | --- | --- |
| Staff Member /  Applicant | Report the loss or theft of UNLP immediately to Travel Service Section/GO/BMS , UNTTS and the UN Safety and Security Services; obtain a police report. Staff residing in Country Offices are required to submit a copy of the written report to the UNDP Resident Representative (RR) | If loss or theft occurred in New York, obtain a report from the UN Security Service in lieu of a police report. |
| UNDP hiring unit /  Applicant | Request issuance of UN Certificate for independent contractors and personnel services agreement holders. |  |
| GSSC | Ensure that separating staff members and staff members on SLWOP return their UNLPs to Travel Service Section for cancellation. | For internationally recruited staff members |
| Country Office and other BUs outside of  HQs | Ensure that SMs return their UNLPs to OHR who in turn will deliver to Travel Service Section for cancellation. | For locally recruited staff members |

**National Passport**

1. A national passport is a travel document issued by the government of the country of the staff member’s and the dependents’ country of citizenship.

1. A valid national passport must be carried along with the UN Laissez-Passer (UNLP) during official business travel. While the UNLP is recognized as an official travel document, it does not take the place of the national passport.

1. Local staff members may claim reimbursement for the issuance of a national passport if required to travel outside of the country on official business travel. The cost of photographs and birth certificates associated with lodging the application may be claimed for reimbursement as well by local staff.

**Templates and Forms**

[Form TTS.2-E - Application for issuance of UNLP (English)](https://popp.undp.org/node/996)

[Form TTS.2-E - Application for issuance of UNLP (French)](https://popp.undp.org/fr/node/996)

[Form TTS.7 - UNLP Cancellation](https://popp.undp.org/node/311)

[Form PT.39-E - Application for UN Family Certificate (English)](https://popp.undp.org/node/4676)

[Form PT64-E. Application for UN Certificate (English)](https://popp.undp.org/node/4691)

[Template for transmitting requests for travel documents to General Operations](https://popp.undp.org/node/4686)

[Template memo to request for exceptional issuance of Exceptional Red Laissez-Passer (ERLP)](https://popp.undp.org/node/3786)

[Standard Operating Procedure - Issuance of United Nations Travel Documents](https://popp.undp.org/node/3771)

[UNDP Security Guide/Clearance UN Travel Advisory and Security Clearance Procedure](https://dss.un.org/dssweb/)

[Medical Clearance](https://popp.undp.org/node/11076)