TTS.2 Supplement: Security or Mission Critical travel requirement Certification
- To be endorsed by authorized Certifying Officers for travel documents -

Due to prolonged high demand and industry supply chain constraints caused by the COVID-19 pandemic and the ongoing resurgence in official travel, the available stock of blue UNLP booklets is due to be depleted months before a resupply is available. To ensure UNLPs are available to those most in need, **the USG of DOS, Mr. Atul Khare, has requested each entity to judiciously prioritize their requests for UNLPs and to only submit requests for those individuals with official travel plans in support of mission critical operations that are to be undertaken within 1 month.**

To streamline operations and to assist requesting offices with the vetting process during this temporary critical period, each TTS.2 application form for a blue UNLP must be accompanied by this supplementary form.

Section A, section B or C, as well as section D must be completed by the certifying officer. Certifying Offices may wish to establish entity internal mechanisms to determine criticality of the application. Sections B and C require the **initials** – not checkmarks – of the **Certifying Officer**. If Section C applies, proof of travel, demonstrating funds have been obligated for the pending travel must be attached to the application package (i.e. Umoja travel authorization with TSA approval). Applications with incomplete forms will be returned.

**If neither of the below criteria apply and a UNLP is still required, *Heads of Entities* may request exceptional consideration by sending an official memo to the USG’s office by email to** **DOS-OUSG@un.org****.**

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**Additional Clarifications on Section C, items 5 and 6:**

**Item 5:**

The applicant will be subject to border control and is not entitled to freedom of movement to their place of mission by virtue of their citizenship *(see additional information on the next page)*

* *Staff travelling within a continental regional zone (EU, African Union, Mercosur, etc.) without internal border controls do not need to carry a UNLP.*

**When the official travel originates and ends within one of the listed, or otherwise known, regional zones travellers will not cross borders that require documentation.**

**Example: An Italian national whose duty station is Geneva must travel officially to Valencia, Spain. Within the European Union travellers will not go through any border controls requiring identification, therefore a UNLP would not be required for such travel.**

**Item 6:**

The destination and/or duty station only recognizes the UNLP for official travel and protections under the convention are not demonstrated by official visas placed in another travel document

* + *For example: USA does not recognize the UNLP. The G4 Visa demonstrates protections and can be placed in the national passport*
	+ *For example: Staff based in Switzerland hold a Carte de Legitimation providing privileges and immunities, issued and recognized by the Host Country and within the European Union*

**Example: A Syrian national based in Geneva must travel to the United States on official travel. The traveller must have a valid G-4 visa, which should be attached to their national passport to enter the United States, a UNLP would not be required for such travel.**

**See the next page for the form.**

TTS.2 Supplement: Security or Mission Critical travel requirement Certification

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| --- |
| 1. **Applicant Information (Mandatory)**
 |
| Index No:**Click or tap here to enter text.**  | Last Name:**Click or tap here to enter text.**  | First, Middle Names:**Click or tap here to enter text.** |
| [ ] The applicant does currently not have a valid UNLP. | The applicant currently has a valid UNLP No**: `Click or tap here to enter text.**  |
| Current UNLP Expiration Date **Pick from the calendar** | Current UNLP has **Choose drop down** Blank pages left for Visas |

1. **Security Situation Certification (Certifying officer to *INITIAL* 1 and 2):**

I have confirmed that:

1. \_\_\_\_\_\_\_\_ The applicant is international staff serving in a non-family duty station
* *List of ICSC designated Duty Stations can be found here [: Non-family Duty Stations (NFDS) | ICSC (un.org).](https://icsc.un.org/Home/DataNonFamily)*
1. The applicant cannot be without a valid UNLP for security reasons
2. **Mission Critical Certification (Certifying officer to complete Official Travel Information and *INITIAL* 1 through 6):**

|  |
| --- |
| **Official Travel Information** |
| Purpose of Travel**: Click or tap here to enter text.** | Travel Start Date **Pick from the calendar** |
| Travel Destination(s): **Click or tap here to enter text.** | [ ] This official mission requires multiple visas |
| [ ]  Proof of travel, demonstrating funds have been obligated for this trip are attached (i.e. Umoja travel authorization with TSA approval) |

I have confirmed that:

1. \_\_\_\_\_\_\_\_ No other staff member who currently holds a valid UNLP can undertake this mission
2. \_\_\_\_\_\_\_\_ Postponing this mission is not possible
3. \_\_\_\_\_\_\_\_ The meeting cannot be held virtually
4. \_\_\_\_\_\_\_\_ The purpose of this mission is NOT entitlement travel or non-mandatory training
	* *Entitlement travel includes home leave, family visit, education grant revers education grant, or rest and recuperation.*
	* *Training that is required for mandate delivery can be considered mandatory, i.e. required certification*
5. \_\_\_\_\_\_\_\_ The applicant will be subject to border control and is not entitled to freedom of movement to their place of mission by virtue of their citizenship
	* *Staff travelling within a continental regional zone (EU, African Union, Mercosur, etc.) without internal border controls do not need to carry a UNLP.*
6. \_\_\_\_\_\_\_\_ The destination and/or duty station only recognizes the UNLP for official travel and protections under the convention are not demonstrated by official visas placed in another travel document
	* *For example: USA does not recognize the UNLP. The G4 Visa demonstrates protections and can be placed in the national passport*
	* *For example: Staff based in Switzerland hold a Carte de Legitimation providing privileges and immunities, issued and recognized by the Host Country*

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| --- |
| 1. **Certification (Mandatory)**
 |
| I am aware of the UNLP stock conservation measures in place, and I certify that the above information is correct and a new UNLP is required for this applicant at this time |
|  | **Pick from the calendar** |
| Signature of Certifying Officer | Date |
| **Click or tap here to enter text.** | **Click or tap here to enter text.** |
| Print Name & Title | Entity |
| Phone No: **Click or tap here to enter text.** | E-MAIL: **Click or tap here to enter text.** |

**Instructions**

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

1. 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 is only available electronically. It 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 (XXXX)-E** will be accepted.
4. **No manual changes may be made to the form. Especially not to field no. 14 “Appointment Expiration Date”.**
5. Attach one photograph to the specifications provided on page two of this form.
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 Xerox copies) through the appropriate certifying officer. The CO’s wet signature is required.
4. The 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 five business days processing time. Departments will be provided with detailed quarterly billing reports. 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 or to the respective Specialized Agency for cancellation 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 5 AND 6 OF THIS FORM DOUBLESIDED**

[Standard Operating Procedure – Issuance of United Nations Travel Documents](https://iseek.un.org/system/files/211222_sop_-_issuance_of_united_nations_travel_documents_ak_signed.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) |
|  | Jan | **,**  |  |
| 8. NATIONAL PASSPORT NO. | 9. PASSPORT EXPIRATION DATE | 10. DUTY STATION (City, Country) | 11. GRADE LEVEL |
|  | Jan | **,**  |  |
| 12. TYPE OF APPOINTMENT | 13. APPOINTMENT START DATE | 14. APPOINTMENT EXPIRATION DATE | 15. ORGANIZATION/DEPT. |
| Choose an item. | Jan | Jan | **/** |
| 16. FUNCTIONAL TITLE | 17. E-MAIL ADDRESS | 18. ANTICIPATED TRAVEL DATE |
|  | **@** | Jan |
| 19. DO YOU CURRENTLY HAVE AN ACTIVE LP? (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: |       |  |  |
| **\*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 |

|  |  |  |
| --- | --- | --- |
|  |  | Click or tap to enter a date. |
| Signature |  | Date |

**NOTES:**

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