



2 June 2014

Travel documents

Introduction

1. This Procedure is issued under the authority granted to the Director-General by article 8 of the Constitution of the ILO and gives effect to the Director-General's Announcement, *Reform of the headquarters organizational structure and staff movements*, IGDS No. 322 (version 1), of 22 March 2013, in respect of travel, transport and insurance.
2. This Procedure is effective as of the date of issue.

Scope

3. The Director-General has concluded an agreement with the UN Secretary-General to authorize the United Nations Office in Geneva (UNOG) to issue the new generation of electronic United Nations Laissez Passers (UNLPs) to all ILO personnel considered as officials under the Staff Regulations. This new generation of laissez-passers follows International Civil Aviation Organization security standards and will portray security features at the level of national passports.
4. This Procedure contains the rules, entitlements and processes related to travel documents, in particular UNLPs, at headquarters and the field.

Contents

	<i>Page</i>
1. Travel documents	3
1.1. Definitions and general principles	3
1.2. Responsibilities	3
2. UN laissez-passer	4
2.1. Eligibility	4
2.2. Privileges and immunities	5
2.3. Application	5
2.4. Validity	6
2.5. Re-issuance	6
2.6. Safekeeping	7
2.7. Withdrawal of a red laissez-passer	7
2.8. Cancellation of a laissez-passer upon separation	7
2.9. Loss or theft	8
2.10. Procedure for countries in which the UNDSS has determined that a security condition exists	8
2.11. Abuse of laissez-passers	9
2.12. Financing	9
3. ILO mission certificate	9
3.1. Eligibility	9
3.2. Application	9
3.3. Validity	9
4. ILO family certificate	9
4.1. Eligibility	9
4.2. Application	9
4.3. Validity	10
4.4. Separation from service	10
5. Photographs	10
5.1. Photographs	10
Annex	13

1. Travel documents

1.1. Definitions and general principles

1.1.1. ILO travel documents – Definitions

1.1.1.1. **United Nations Laissez-Passer (UNLP):** The UNLP is used to identify staff eligible for protection under the relevant Conventions on the Privileges and Immunities of the United Nations and its Specialized Agencies. This document can only be used when travelling on behalf of the United Nations or a specialized agency as an international civil servant. For officials of specialized agencies, UNLPs are issued pursuant to article VIII of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies (hereinafter the Specialized Agencies Convention).

1.1.1.2. **ILO mission certificate:** The ILO mission certificate may be issued in accordance with section 29 of the Specialized Agencies Convention and paragraph 3 of Annex 1 to the Convention. It serves to certify that the holder is travelling on official business on behalf of the ILO as an expert on mission. The ILO certificate is not an official travel document although it is sometimes accepted for visa purposes.

1.1.1.3. **ILO family certificate:** The ILO family certificate serves to identify the holder as a family member of the official of the ILO. It is not an official travel document although it is sometimes accepted for visa purposes.

1.1.1.4. The purpose of the ILO family certificate is to facilitate the official travel of family members in an area where undue hardship could result from the absence of an ILO identification document. Supporting documentation of such hardship shall be submitted with each application for an ILO family certificate.

1.1.1.5. Some countries may prefer to grant visas on the ILO family certificate rather than on a national passport for example, when a country has no established diplomatic relations with the issuing country of the bearer's national passport.

1.1.2. General principles

1.1.2.1 The Specialized Agencies Convention provides for the issuance of the laissez-passers as an official travel document. It identifies the holder as an official of the ILO and is issued for use only in connection with official travel, that is, travel paid for or authorized by the ILO. Visas may only be entered therein for such purposes.

1.1.2.2. Residence visas/permits should be placed in the official's national passport. The laissez-passers does not replace a national passport but complements it and both documents should always be carried together when on official travel.

1.2. Responsibilities

1.2.1. Director or head of country offices

1.2.1.1. He/she has the authority to approve the requests for laissez-passers, ILO mission certificates or ILO family certificates, according to the traveller entitlements and needs. In field offices, approval must be confirmed in writing in a memorandum that briefly substantiates the request.

1.2.2. Chief of unit/responsible chiefs

1.2.2.1. At headquarters, he/she may be delegated the responsibility of approving requests for laissez-passers, ILO mission certificates or ILO family certificates.

1.2.3. Administrative assistant

1.2.3.1. He/she ensures that supporting documentation is provided with the request and that such information is accurate. He/she maintains an inventory of the laissez-passers granted and aids the travel unit to regularize exceptional situations.

1.2.4. Official

1.2.4.1. He/she ensures that the application for ILO travel documents is made within deadlines to obtain the laissez-passers prior to departure and that all the required elements are submitted and accurate. The laissez-passers must be kept in a secure place at all times or can be returned to the unit secretariat upon his/her return from mission. The official is responsible for the correct usage of ILO travel documents and must return these upon separation from the ILO.

1.2.5. INTSERV

1.2.5.1. INTSERV, through its Travel Management Services Unit (TRAVEL), is responsible for the management of travel and provides support to travellers. INTSERV serves as the certifying unit of requests for ILO travel documents and is the liaison between the ILO and United Nations Office in Geneva. For more information on certification responsibilities, see the annex.

2. UN laissez-passers

2.1. Eligibility

2.1.1. Entitled to a laissez-passers

2.1.1.1. To be eligible to be issued a laissez-passers, the applicant must be an "official" of the ILO. "Officials" are those comprising the staff of the Office in accordance with article 2.1 of the Staff Regulations, short-term officials under the Rules governing conditions of service of short-term officials, officials of branch offices and national correspondents.

2.1.1.2. Officials are eligible to be issued a laissez-passers if the following conditions are met:

- (a) applicants are stationed outside of their home country and the United Nations Department of Safety and Security (UNDSS) has determined that a security condition exists; 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-passers.

2.1.1.3. In exceptional circumstances when employment requires continuous official travel, an additional laissez-passers may be requested.

2.1.2. Not entitled to a laissez-passers

2.1.2.1. The following are some of the categories of persons employed by or affiliated with the ILO who are not normally entitled to receive a laissez-passers: Consultants and external collaborators, individual and institutional contractors. However, if they meet eligibility criteria as set out in section 3, they may be issued an ILO mission certificate.

2.1.3. Types of laissez-passer

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.

2.1.3.1. Red laissez-passer

2.1.3.1.1. Red laissez-passer are issued to officials at the following levels:

- (a) Director-General, Deputy Directors-General, Assistant Directors-General and officials of equivalent rank;
- (b) Directors (D2).

2.1.3.1.2. Red laissez-passer may also be issued to officials below the rank of Director (D2) within one of the following categories:

- (a) persons on special mission having the title of Personal Representative of the Director-General;
- (b) ILO field office directors outside of headquarters;
- (c) officer in charge of an ILO field office outside of headquarters.

2.1.3.2. Blue laissez-passer

Unless an official is eligible for a red laissez-passer under the above provisions, he or she is issued a blue laissez-passer.

2.2. Privileges and immunities

2.2.1. Entitlements

2.2.1.1. Red laissez-passer issued to officials entitled to full diplomatic privileges and immunities under Section 21 of Article VI and Section 30 of Article VIII of the Specialized Agencies Convention (see section 2, paragraph 2.1.3.1.1(a)) contain an insert with the following statement:

DIPLOMATIC

The bearer of this Laissez-Passer is entitled, under Section 21 of Article VI 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.

2.2.1.2. Red laissez-passer issued to Directors (D2) (see section 2, paragraph 2.1.3.1.1(b)) contain the following insert:

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.

2.2.1.3. Red laissez-passer issued to officials below the rank of Director (D2) (see section 2, paragraph 2.1.3.1.2) do not contain any inserts.

2.3. Application

2.3.1. 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.

2.3.2. 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 the “[Application for Issuance of United Nations Laissez-Passer](#)” form.

2.3.3. The application form should then be sent to TRAVEL, via diplomatic pouch or DHL for applications from outside of headquarters, for certification **no later than three weeks before travel**.

2.3.4. The application will be certified by the certifying officer, 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”).

2.3.5. The certified application form and photo will then be sent to the United Nations Office in Geneva (the “issuing office”).

2.3.6. 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.

2.3.7. TRAVEL will receive the newly issued laissez-passer, maintain a centralized inventory and route it to its destination.

2.4. Validity

2.4.1. Laissez-passer are issued for use only on official travel during a period of employment. The fixed validity of a laissez-passer is five years. All laissez-passer that have expired or have no blank pages for visa insertions, must be returned to the issuing office for formal cancellation.

2.5. Re-issuance

2.5.1. Officials who hold a laissez-passer must meet one of the following criteria to be eligible to be re-issued a new laissez-passer, in addition to the requirements in section 2.1.1.2(a) and (b).

- (a) The laissez-passer contains inaccurate information in any of the following fields:
 - Name
 - Date of birth
 - Index number
 - Gender
 - United Nations, specialized agency or related organization designation.
- (b) The laissez-passer has expired or will expire within six months of the application.
- (c) There are less than five blank visa pages remaining in the laissez-passer.

2.6. Safekeeping

2.6.1. Certifying officers should ensure that personalized laissez-passers in the possession of the Office are contained in a secure facility such as a vault or a safe with access limited to authorized individuals.

2.6.2. Officials taking special leave without pay must submit their laissez-passers to their duty stations or to TRAVEL for safekeeping. These documents shall be returned when the officials resume their duties.

2.6.3. Field offices, including project offices, must designate an official to oversee the safekeeping of UNLPs and TRAVEL must receive updates on the name and contact details of the designated officials quarterly using the e-UNLP inventory form on INTSERV's website.

2.6.4. Where frequent travellers are allowed to keep their laissez-passers 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-passers remain the property of the ILO until it is formally cancelled by the issuing office.

2.6.5. Controlling the security of the laissez-passers from issuance through cancellation has a direct impact on the international respect and acceptability accorded to the document's integrity.

2.7. Withdrawal of a red laissez-passers

2.7.1. Red laissez-passers issued to officials listed in section 2, paragraph 2.1.3.1.2 above must be withdrawn and cancelled as soon as the bearer completes the associated assignment. A new laissez-passers can only be issued to such officials after cancellation of the previously issued red laissez-passers.

2.8. Cancellation of a laissez-passers upon separation

2.8.1. Any laissez-passers that has expired, or has no blank pages for visa insertions, must be returned to TRAVEL for physical cancellation. It is the official's responsibility to return his/her laissez-passers upon separation. Departmental lists of active laissez-passers may be obtained from TRAVEL.

2.8.2. If requested, the laissez-passers will be returned to the (former) official after cancellation.

2.8.3. Final payment/remuneration may be withheld from the staff member until the laissez-passers is returned for formal cancellation.

2.8.4. Upon return to the ILO, penalties and/or suspension of issuance of laissez-passers may ensue for non-compliance.

2.8.5. Officials who are transferred from the ILO to the United Nations or to another specialized agency or are seconded to another organization can retain their laissez-passers without prior cancellation provided that:

- the break in service is equal to or less than 30 days;
- the personnel numbers remain the same;
- they remain in travel status to perform their duties; and
- TRAVEL is notified of their change in organization and location.

2.8.6. In certain circumstances, it may be appropriate for TRAVEL to hold the laissez-passers of a separating official for safekeeping rather than cancellation. This will be decided at the discretion of TRAVEL. Administrative assistants submitting

laissez-passers to TRAVEL for cancellation shall make it known if the official is likely to return to service within the validity period of the laissez-passers.

2.9. Loss or theft

2.9.1. The laissez-passers is an asset of the Organization and does not belong to the holder. It is provided to travellers solely for the purpose of performing their duties. The loss of any travel document should be thoroughly investigated. If loss or theft occurs, the holder should be advised to take the following steps immediately:

- (a) Report a stolen laissez-passers 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-passers.
- (b) Report a lost or stolen laissez-passers to TRAVEL who will inform the local UNDSS and prepare 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, French or Spanish language translation where applicable, to the application for a new laissez-passers.
- (d) Advise TRAVEL immediately if the laissez-passers is found.

2.9.2. Once the laissez-passers is reported lost or stolen, it will be declared invalid for travel and be immediately deactivated by TRAVEL. If the laissez-passers is subsequently found, it must be returned to TRAVEL for physical cancellation. Individuals travelling on a laissez-passers that was previously reported lost or stolen risk detention at border crossings.

2.9.3. TRAVEL 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.

2.9.4. After the loss of three laissez-passers by a single official, the United Nations will charge the ILO twice the normal rate for the subsequent laissez-passers.

2.10. Procedure for countries in which the UNDSS has determined that a security condition exists

2.10.1. In the case that officials are assigned to a duty station where security conditions require them to have access to a laissez-passers at all times, their laissez-passers may be retained while a new one is being issued. The old laissez-passers has to be submitted for physical cancellation to TRAVEL immediately upon receipt of the newly issued laissez-passers.

2.10.2. After receipt of the new laissez-passers at the local office, the Office Director will submit both the new and the old laissez-passers to the relevant authorities, for the transferral of visas as necessary.

2.10.3. Upon the return of those documents from the authorities, the office director shall arrange for the official to personally sign for the safe receipt of the new laissez-passers and shall maintain a log of signed receipts for record and audit purposes.

2.10.4. The office director must then return the old laissez-passers to TRAVEL within 30 days from receipt of the new laissez-passers. TRAVEL will forward the laissez-passers to the issuing office.

2.10.5. TRAVEL will issue reports on unreturned and replaced laissez-passers as part of their inventory reconciliation package. If a field office has unreturned and replaced documents over three reporting cycles, the office will be suspended from the laissez-passers programme until the outstanding documents are either returned or reported lost or stolen.

2.11. Abuse of laissez-passers

2.11.1. The laissez-passers is the property of the Organization. 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.

2.12. Financing

2.12.1. Currently, the cost of issuing and reissuing UNLPs upon their expiry will be absorbed centrally. Costs relating to replacement e-UNLPs will be charged to the relevant department or regional budget.

3. ILO mission certificate

3.1. Eligibility

3.1.1. ILO mission certificates are issued to individuals who are designated as experts on mission for the ILO or other persons who are travelling on business for the Organization in accordance with section 29 of the Specialized Agencies Convention and paragraph 3 of the Annex to the Convention relating to the ILO.

3.2. Application

3.2.1. The request is submitted to TRAVEL by the unit responsible for the mission, together with two recent passport size photographs (see “Photographs”) for certification.

3.3. Validity

3.3.1. The ILO mission certificate is issued for the duration of the applicant's mission or for a maximum period of one year, whichever is shorter. Where a mission is extended beyond the expiration date of an ILO mission certificate, a new certificate should be requested and the previous one submitted for cancellation. ILO mission certificates are not renewable.

4. ILO family certificate

4.1. Eligibility

4.1.1. 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-passers;
- the journey is being made at the expense of the ILO; and
- the absence of such a document may cause inconvenience with regard to freedom of movement in connection with authorized travel.

4.2. Application

4.2.1. An official whose circumstances warrant the issuance of a family certificate should submit an [“Application for ILO Family Certificate”](#) to TRAVEL who

will carefully review the circumstances before certifying the application. This application should be submitted along with official travel plans, a copy of the official's valid laissez-passer and other supporting documentation with two recent photographs of the applicant (see "Photographs").

4.3. Validity

4.3.1. The maximum period of validity of an ILO family certificate is three years. However, it may not exceed the validity of the official's laissez-passer or the duration of the official's appointment.

4.3.2. ILO family certificates are not renewable and when a new one is requested, the previously issued document must be attached to the application for cancellation.

4.4. Separation from service

4.4.1. In the event that an official separates from service before an ILO family certificate issued to a member of his/her family expires, the ILO family certificate must be submitted for cancellation.

5. Photographs

5.1. Photographs

5.1.1. Photos are a vital part of the application. Failure to provide photographs that comply with these guidelines will result in processing delays. The acceptance of photographs is always at the discretion of the document issuing office.

5.1.2. TRAVEL must ensure that the photographs of the applicant are recent and meet the standards below before the application is forwarded for processing.

Number of required photographs:

- (a) Laissez-passer: 1 ;
- (b) ILO mission certificate: 2 ;
- (c) ILO family certificate: 2 .

Photographs must be:

- (a) in colour;
- (b) printed on photo quality paper;
- (c) 2 x 2 inches (51 x 51 mm) in size;
- (d) taken within the last six months to reflect the applicant's current appearance;
- (e) taken in front of a plain white background (no shadows may be visible);
- (f) taken in full face view directly facing the camera;
- (g) 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:

- (a) 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);
- (b) wear headphones, wireless hands-free devices or similar items;
- (c) 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:

- (a) do not meet above requirements;
- (b) are colour copies;
- (c) are digitally scanned from another document;
- (d) are snapshots, low-quality vending machine or mobile phone photos, full body photographs.

5.1.3. It is recommended that all photos be 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.

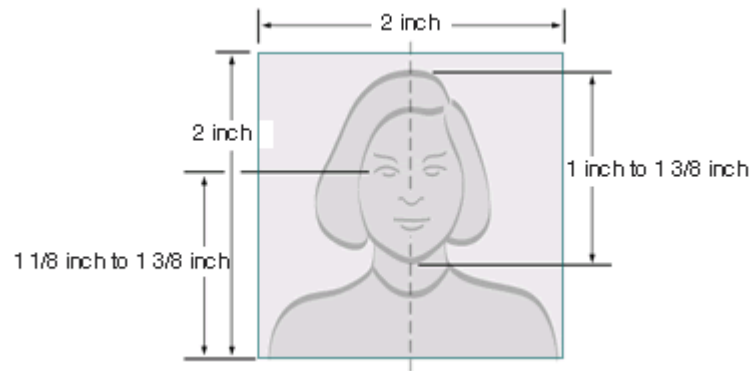
5. 5.1.4. With the implementation of the e-UNLP, group photographs for United Nations family certificates will be eliminated. Where an application is made for a family certificate for two or more members of the same family travelling together but unaccompanied by the official, individual applications and photographs must be submitted for each traveller.

6. Further Information

Any questions related to the application of this Procedure should be referred to INTSERV, Travel Management Services Unit (TRAVEL) at EUNLP@ilo.org.

Luciana Sperandio
Director, Internal Services and
Administration Department

Paper photo head size template



Well-composed photo composition examples



Annex

Certification

INTSERV, under the delegation of the Director-General of the ILO, acts as certifying unit for the ILO.

Designated certifying officers will be held accountable for any misuse or abuse of the delegated certifying authority. 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.

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

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.

Upon separation from the organization, transfer to a different assignment, 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.