

**Application for Issuance of a United Nations LAISSEZ-PASSER**

**INSTRUCTIONS**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM (form TTS.2 BELOW.)**

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

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.
3. This form is only available electronically as a Word document. 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 (8-12)-E** will be accepted.
4. No manual changes may be made to the form. Especially not to field no. 13 “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(s) of the applicant’s national passport must be provided with every application.
7. Submit the original form (no Xerox copies) through the appropriate certifying officer.
8. The processing time of a Laissez-Passer application is five business days from submission of a duly completed and certified form to the issuing offices in New York or Geneva. 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.
9. 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. (Current rates are available upon request from the issuing offices).
10. It is essential that **ALL** (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 3 AND 4 OF THIS FORM DOUBLESIDED**

[Guide to the Issuance of UN Travel Documents](#)

## Application for Issuance of a United Nations LAISSEZ-PASSER

### 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:

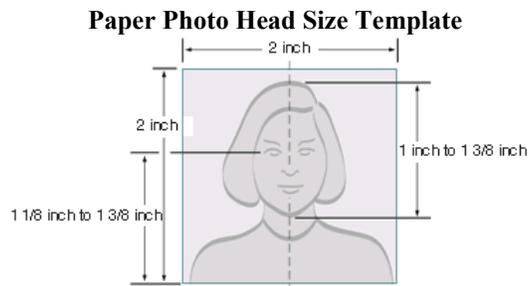
- In colour
- Printed on photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
- Taken within the last 6 months to reflect applicant's current appearance
- Taken in front of a plain white background (no shadows may be visible)
- Taken in full-face view directly facing the camera
- With a neutral facial 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 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.



#### Well Composed Photo Composition Examples



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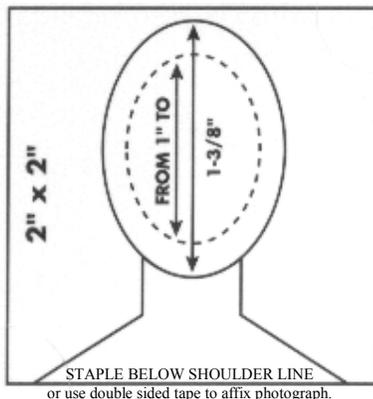
Part A APPLICANT (ALL DATES ARE IN DAY/MONTH/YEAR FORMAT)				
1. INDEX NO.	2. LAST NAME (exactly as in National Passport, <b>attach copy</b> )		3. FIRST AND MIDDLE NAMES (exactly as in National Passport)	
4. SEX	5. DATE OF BIRTH	6. PLACE OF BIRTH (City, Country)		7. NATIONALITY (official only)
8. NATIONAL PASSPORT NO.		9. PASSPORT EXPIRATION DATE	10. DUTY STATION (City, Country)	
12. TYPE OF APPOINTMENT		13. APPOINTMENT EXPIRATION DATE	14. ORGANIZATION/DEPT. /	15. ANTICIPATED TRAVEL DATE
16. FUNCTIONAL TITLE			17. E-MAIL ADDRESS	
18. DO YOU CURRENTLY HAVE AN ACTIVE LP?  No <input type="checkbox"/> Yes <input type="checkbox"/> LP No.		If you answered 'yes' to question 18. 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:		
19. REMARKS				
I certify that the above statements are true to the best of my knowledge.		Signature of Applicant	Date	

Part B CERTIFYING OFFICER				
REQUEST FOR Blue LP <input type="checkbox"/> Red LP <input type="checkbox"/> Duplicate LP <input type="checkbox"/>	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 "Guide to the Issuance of UN Travel Documents"			
<b>Rush Request*</b> LP required by Day   Month   Year	Signature of Certifying Officer		DATE	
	Print Name and Title		ORGANIZATION/DEPT.	
	PHONE NO.	E-MAIL		

**\*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
	<input type="checkbox"/>				
	CHIEF of Section				DATE
Notes:	CHIEF of Unit				DATE
	SUPERVISOR, Visa Team				DATE

**PHOTOGRAPH SPECIFICATIONS**



**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 (dotted line) to 1 3/8" / 3,5 cm (solid line) 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

**ANY 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 for Issuance of a United Nations LAISSEZ-PASSER**

**Application Rejected**

<input type="checkbox"/>	Missing supporting document(s):
<input type="checkbox"/>	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: _____
<input type="checkbox"/>	Appointment expired
<input type="checkbox"/>	Form is not signed by authorised Certifying Officer
<input type="checkbox"/>	Photograph does not meet quality standards and/or specifications

\_\_\_\_\_

Signature

Date

**Note: The required processing time of five business days will re-apply from the date of resubmission of an initially rejected application.**

**You Need To Send To CIBT:**

