



Administrative Instruction – Instruction administrative

Ref. ICC/AI/2019/008

Date: 28 October 2019

UNITED NATIONS LAISSEZ-PASSER

The Registrar, with the consent of the President and the Prosecutor pursuant to sections 3.2 and 3.3 of Presidential Directive ICC/PRESG/2003/01 (*“Procedures for the Promulgation of Administrative Issuances”*), hereby promulgates the procedures for the application of the United Nations Laissez-Passer:

Section 1
Purpose

- 1.1 The purpose of this Administrative Instruction is to establish the procedures to be followed for the application of a United Nations Laissez-Passer (“UNLP”) issued by the United Nations Office in Geneva (“UNOG”), Switzerland to the elected officials and staff members (“officials”) of the International Criminal Court (“Court”).

Section 2
General Principles

- 2.1 The UNLP identifies the bearer as an official of the Court and is issued for official travel only, that is, travel paid for or authorized by the Court. Visas may be entered therein only for such purpose.

- 2.2 The UNLP complements a national passport and both documents should always be carried together when on official travel. Travellers should always take their national passport while travelling and must enquire with the Travel Unit whether a visa is required for the country of destination. Any discrepancies of the data of the two documents may result in the rejection of an application for UNLP or difficulties at border crossing stations.
- 2.3 In September 2012, the United Nations (“UN”) introduced the electronic United Nations Laissez-Passer (“e-UNLP”) with enhanced security features to replace the former UNLP. The e-UNLP is compliant with the standards of the International Civil Aviation Organization (“ICAO”), which holds governance responsibility for international travel documents.
- 2.4 By adopting the e-UNLP, the UN has put in place a travelling document that ensures the validity and integrity of the information of the bearer, similar to the e-Passports issued by member states. Additional key security elements of the e-UNLP include the use of facial recognition tools and complex design features to ensure the authenticity of the “passport”.
- 2.5 The UNLP remains the property of the UN until it is formally cancelled by the issuing office. It should always be returned to the issuing office through the Travel Unit when the official bearing it is no longer in service with the Court or upon expiry, unless renewal has been authorized.
- 2.6 The Travel Unit shall be responsible for liaising with the UNOG and for processing, including transmitting completed application forms, receiving the issued UNLP, registration, renewal and cancellation of the UNLP. Under no circumstances shall the person who requires a UNLP or anyone else outside the Travel Unit contact UNOG in connection with the issuance of a UNLP.

Section 3
Types of UNLP

- 3.1 There are two types of UNLP as defined by the colour of their covers: Red or Blue. The position and grade level of the applicant determine his or her eligibility for a red or a blue UNLP.

Red UNLP

- 3.2 A UNLP with red cover is issued to a judge, the Prosecutor, the Deputy Prosecutor or the Registrar. It will contain the following two inserts:

“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.”

“The bearer of this laissez-passer is an official of the International Criminal Court (the Court). This laissez-passer is issued in pursuance of the special arrangement entered into between the Secretary-General of the United Nations and the President of the International Criminal Court pursuant to Article 12 of the Relationship Agreement between the United Nations and the International Criminal Court which provides that the judges, the Prosecutor, the Deputy Prosecutors, the Registrar and the staff/officials of the Office of the Prosecutor and the Registry shall be entitled, in accordance with such special arrangements as may be concluded between the Secretary-General and the Court, to use the laissez-passer of the United Nations as a valid travel document where such use is recognized by States in agreements defining the privileges and immunities of the Court. Staff of “the Registry” includes staff of the Presidency and of the Chambers, pursuant to article 44 of the Statute, and staff of the Secretariat of the Assembly of States Parties, pursuant to paragraph 3 of Annex of Resolution ICC-ASP/2/Res.3.

The bearer of this laissez-passer is entitled to be accorded the privileges and immunities provided for in the Agreement on the Privileges and Immunities of the International Criminal Court of 9 September 2002 or in other agreements or arrangements defining the privileges and immunities of the Court.”

Blue UNLP

3.3 Blue UNLPs may be issued to the Deputy Registrar, the staff of the Office of the Prosecutor and the staff of the Registry, at the discretion of the President, the Prosecutor, or the Registrar, as appropriate, or their designated representatives. Staff of the Registry includes staff of the Presidency and of the Chambers, pursuant to article 44 of the Rome Statute of the Court; staff of the Office of the Public Counsel for the Defence, pursuant to regulation 77(2) of the Regulations of the Court; staff of the Office of the Public Counsel for victims, pursuant to regulation 81(2) of the Regulations of the Court; staff of the Secretariat of the Trust Fund for Victims, pursuant to paragraph 2 of Resolution ICC-ASP/3/Res. 7; and staff of the Secretariat of the Assembly of States Parties, pursuant to paragraph 3 of the Annex of Resolution ICC-ASP/2/Res.3. It will contain the following insert:

“The bearer of this laissez-passer is an official of the International Criminal Court (the Court). This laissez-passer is issued in pursuance of the special arrangement entered into between the Secretary-General of the United Nations and the President of the International Criminal Court pursuant to Article 12 of the Relationship Agreement between the United Nations and the International Criminal Court which provides that the judges, the Prosecutor, the Deputy Prosecutors, the Registrar and the staff/officials of the Office of the Prosecutor and the Registry shall be entitled, in accordance with such special arrangements as may be concluded between the Secretary-General and the Court, to use the laissez-passer of the United Nations as a valid travel document where such use is recognized by States in agreements defining the privileges and immunities of

the Court. Staff of “the Registry” includes staff of the Presidency and of the Chambers, pursuant to article 44 of the Statute, and staff of the Secretariat of the Assembly of States Parties, pursuant to paragraph 3 of Annex of Resolution ICC-ASP/2/Res.3.

The bearer of this laissez-passer is entitled to be accorded the privileges and immunities provided for in the Agreement on the Privileges and Immunities of the International Criminal Court of 9 September 2002 or in other agreements or arrangements defining the privileges and immunities of the Court.”

Section 4 Procedures and requirements for applications

New Issuance

- 4.1 Requests for issuance of a UNLP are subject to the approval of the Prosecutor or the Registrar, as appropriate, or their designated representatives.

- 4.2 To apply for a UNLP the following documents must be submitted to the Travel Unit:
 - (a) a memorandum, from the head of unit, section, division or organ of the applicant, as appropriate, addressed to the Travel Unit requesting the issuance of a UNLP;
 - (b) a completed and signed application form (printed double sided) which is available at the Travel Unit Intranet Site (only part A is required to be electronically completed and personally signed by the applicant);
 - (c) one colour passport sized photograph meeting the specific requirements as set out in section 5.2 below; and
 - (d) a copy of the data page of the applicant’s valid national passport.

Re-issuance

- 4.3 With the issuance of the e-UNLP, which is valid for five (5) years, the UN will no longer renew the non-electronic UNLP. All current UNLPs will be replaced with an e-UNLP.
- 4.4 The officials of the Court whose UNLPs meets either one or more of the following criteria is eligible to be re-issued a new UNLP:
- (a) the UNLP is severely damaged, has expired or will expire within six months of the date of the application;
 - (b) there are less than five blank visa pages in the UNLP;
 - (c) the current valid UNLP contains inaccurate information in any of the following fields:
 - name;
 - date of Birth;
 - Index Number;
 - gender.
- 4.5 The applicant must submit the following documents to the Travel Unit to renew his or her UNLP:
- (a) the current UNLP;
 - (b) a completed and signed application form (printed double sided) which is available at the Travel Unit Intranet Site (only part A is required to be electronically completed and personally signed by the staff member);
 - (c) one colour passport sized photograph meeting the specific requirements as set out in section 5.2 below;
 - (d) a copy of the data page of the applicant's valid national passport, to be enclosed with the application for a new UNLP; and
 - (e) a memo from the head of unit, section, division or organ, as appropriate, stating that there is a continued requirement for the issuance of a UNLP.

- 4.6 Applications for new issuance or re-issuance of a UNLP shall be completed and signed by the person who requires the issuance of a UNLP and the contents shall be verified and certified by designated representatives of the Prosecutor or the Registrar, as appropriate.
- 4.7 The UNLP will be issued within three weeks after submission of the application to the Travel Unit.

Exceptional renewal procedures

- 4.8 In the event that the officials eligible for re-issuance of a new UNLP are assigned to a duty station where security conditions require them to have access to a UNLP at all times, their UNLPs may be retained while the new one is being issued.
- 4.9 Upon receipt of the new UNLP at the field duty station, the authorized representative of the Chief of the Country Office shall submit both the new and the old UNLP to the relevant authorities for the transferal of visas.
- 4.10 The old UNLP must be returned to the Travel Unit within thirty days from receipt of the new UNLP, to be submitted to the issuing office for cancellation.
- 4.11 Annex 1 to this Administrative Instruction contains a complete list of countries where exceptional UNLP renewal procedures shall apply.

Cancellation

- 4.12 All UNLPs that have expired, are severely damaged, contain inaccurate information in such fields as provided for in section 4.4(c) above, or have no blank pages for visa insertions must be returned to the Travel Unit, which will submit it to the issuing office for cancellation.

4.13 All officials who hold a UNLP are obliged to return it to the Travel Unit upon separation from the service, which will submit it to the issuing office for cancellation.

4.14 If requested, the UNLP may be returned to its former holder after cancellation.

Loss/theft of UNLP

4.15 If loss or theft of the UNLP occurs, the holder should immediately take the following steps:

- (a) report the loss/theft to the local police authorities and obtain an official police report; and
- (b) submit a written report to the Travel Unit and the Security and Safety Section, indicating, in particular, the number of the document, date of issue, where and when the document was lost, the circumstances in which it was lost and the date of the report made to the local police authorities. If an official police report was lodged, a copy of the report should be obtained and submitted.

4.16 The Travel Unit shall then request the issuing office to cancel the current UNLP. The official who lost his or her UNLP needs to submit an application for issuance of a new one, in accordance with section 4.5 above.

4.17 If the stolen or lost UNLP is subsequently found, it must be returned to the issuing office through the Travel Unit for (physical) cancellation. Individuals travelling on a UNLP that was previously reported lost or stolen risk detention at border crossings.

Duplicate UNLP

4.18 An official of the Court may hold only one UNLP at any given time. A duplicate UNLP, however, may be issued to officials who need to travel frequently between countries that do not allow entry or allow entry only under great

difficulties if the original UNLP contains visas or other markings of certain other countries. The duplicate UNLP must be clearly marked as “Duplicate” (the Laissez-Passer number is suffixed by the letter “D”). The reason for requesting a duplicate UNLP must be clearly explained on the application form or on the attached supporting documentation, in accordance with section 4.2 above.

Section 5 Photograph

- 5.1 The photograph is a vital part of the application. Failure to provide a photograph that meets the requirements set out in section 5.2 below will result in a delay in processing the application. Acceptance of the photograph is always at the discretion of the issuing office.
- 5.2 Acceptable photograph shall be:
- (a) in colour;
 - (b) printed on photo quality paper;
 - (c) 2 x 2 inches (51 x 51 mm) in size;
 - (d) taken within six (6) months prior to the date of application;
 - (e) taken in front of a plain white background (no shadows may be visible);
 - (f) taken in full-face view directly facing the camera; and
 - (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).
- 5.3 In the photograph, the applicant must not:
- (a) wear glasses;
 - (b) 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); and
 - (c) wear headphones or other similar items.

Section 6
Final Provisions

The present Administrative Instruction shall enter into force on 28 October 2019 and shall abolish and supersede Information Circular ICC/INF/2015/008.

P. E. Lewis

Peter Lewis
Registrar