



Information Circular

Ref. ICC/INF/2005/005

Date: 22nd August 2005

GUIDELINES FOR THE USE OF THE UNITED NATIONS LAISSEZ PASSER

1. A United Nations Laissez Passer (Laissez Passer) with a red cover will be issued to each of the judges, Prosecutor, Deputy Prosecutors and Registrar. A Laissez-Passer with blue cover may be issued to all other staff at the discretion of the President, the Prosecutor, or the Registrar, as appropriate, or their designated representatives.
2. The Laissez-Passer is issued for official travel only and not for the individual or private travel of persons to whom they are issued. Accordingly, a Laissez-Passer may only be issued :
 - when persons who require a Laissez-Passer travel for the Court's business purposes and in particular where such travel is in connection with investigation and prosecution of crimes under the Statute and related activities of the Court;
 - where, in the opinion of the President, the Prosecutor or the Registrar, as appropriate, or their designated representatives, there are compelling reasons for issuing the Laissez -Passer.
3. Requests for issuance of a Laissez-Passer shall be made to, and are subject to the approval of, the President, the Prosecutor or the Registrar as appropriate or their designated representatives.
4. The Travel Unit shall be responsible for liaising with the United Nations Office in Geneva (UNOG) and for the processing, including transmitting completed application forms, receiving the issued Laissez-Passer, registration, renewal and cancellation of the Laissez-Passer. Under no circumstances shall the person who requires a Laissez-Passer or anyone else outside the Travel Unit contact the UNOG in connection with the issuance of a Laissez Passer.
5. Applications, in duplicate, on a form to be furnished by the Travel Unit shall be completed and signed by the person who requires the Laissez Passer and the contents shall be verified and certified by designated representatives of the President, the Prosecutor or the Registrar, as appropriate. One photograph with applicant's name at the

back and a copy of the applicant's national passport (data sheet only) shall be attached to the application form.

6. Possession of a Laissez-Passer does not automatically mean that the holder can travel without a national passport and visa. 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.
7. Persons to whom a Laissez-Passer has been issued shall return such Laissez-Passer to the Travel Unit:
 - on expiration of the validity of the Laissez-Passer unless renewal has been authorized;
 - when such person ceases to be a staff member or to carry out functions for the Court.
8. Persons to whom a Laissez-Passer has been issued shall immediately notify the Travel Unit and the Security and Safety Section of any loss or theft of the Laissez-Passer, giving particulars of the conditions under which such loss or theft occurred together with a police report. The Security and Safety Section may further investigate such conditions.

P.D. Bruno Cathala
Registrar
