



## Application for Issuance of a United Nations Certificate

### Guide to the Issuance of UN Travel Documents

#### **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:**

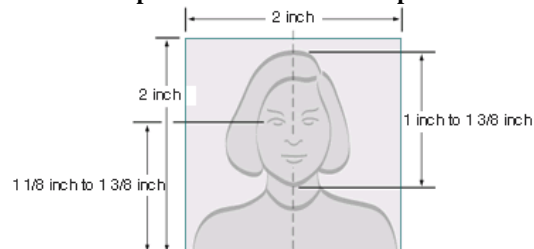
- Wear hats and other head coverings, unless worn daily for religious purposes (the full face must be visible and no shadows may be cast on the face)
- Wear headphones wireless hands-free devices or similar items
- Wear glasses

##### **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

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.

##### **Paper Photo Head Size Template**



##### **Well Composed Photo Composition Examples**



**Application for Issuance of a United Nations Certificate**

Part A APPLICANT (ALL DATES ARE IN DAY/MONTH/YEAR FORMAT)			
1. LAST NAME (exactly as in the MRZ of the National Passport)		2. FIRST, MIDDLE NAMES (exactly as in the MRZ of the National Passport)	
3. SEX	4. DATE OF BIRTH	5. PLACE OF BIRTH (City, Country)	6. NATIONALITY (official only)
7. NATIONAL PASSPORT NO.		8. PASSPORT EXPIRATION DATE	9. DUTY STATION (City, Country)
10 APPOINTMENT EXPIRATION		11. ORGANIZATION/DEPT.	12. FUNCTIONAL TITLE
13. E-MAIL ADDRESS			14. ANTICIPATED TRAVEL DATE
15.. INDEX NUMBER (For Umoja Clients)	16. REMARKS		

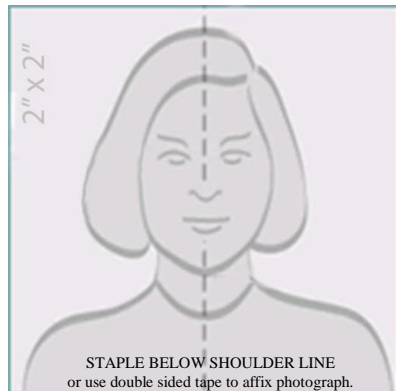
<i>I certify that the above statements are true to the best of my knowledge.</i>	Signature of Applicant	Date
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Part B CERTIFYING OFFICER			
<b>Rush Request*</b>		<i>I certify that all the above information is correct and that the applicant is a Staff Member. I have read and am familiar with the "Guide to the Issuance of UN Travel Documents"</i>	
UNC required by			
Day	Month	Year	
<b>For Umoja clients only: Billing Information</b>		Signature of Certifying Officer	DATE
Fund:			
Funds Center:			
<b>One of the following:</b>		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:	
Notes:	

**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 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 UN Certificate is not a legal travel document but serves to certify that the holder is travelling on official business on behalf of the United Nations or related organization or Specialized Agency. The image is the most important feature to identify the bearer.**

**Application for Issuance of a United Nations Certificate**

**Application Rejected**

<input type="checkbox"/>	Missing supporting document(s):
<input type="checkbox"/>	Application data does not match <input type="checkbox"/> national passport: <input type="checkbox"/> Umoja record (personal data/contractual data):
<input type="checkbox"/>	Applicant has an outstanding UN Certificate, which must be submitted for cancellation before a new document can be issued. See attached Holder History.  UN Certificate 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:
<input type="checkbox"/>	Missing/incomplete billing information:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**NOTES:**

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