

To apply for a new e-UNLP:

- Fill in [Application for Issuance or Renewal of the UN Laissez-Passer \(TTS2\)](#)
- (Hand writing or corrections are not accepted). It will be certified in New York -not in the country office.
- Submit photographs as specified in the form
- Enclose a copy of your current **national passport**
- Copy of your last Personnel Action Form (PAF). Contact your BES-UNFPA focal point if you have difficulties finding it.
- Enclose the old UNLP.
- Indicate a return address and a phone number
- International staff stationed in their countries of nationality should attach a copy of the invitation letter/Travel request from their supervisor to travel on behalf of the UN.
- The UNLP application should be signed by applicant and **shall be certified in HQ-** not in the country office

Applications that does not meet the above requirements (including picture requirements indicated below), maybe rejected or delayed.

If you are in doubt, please send a scanned copy by email (before sending the original) to your BES-UNFPA focal point for verification.

For urgent UNLP requests, send by express mail to:

BES-UNFPA (DHR)
605 3rd Avenue
New York, NY 10158
United States

Phone: +1 212 297 5000

Issued UNLPs will be sent by UN pouch. If you would like to receive your newly issued UNLP through express mail, please provide a COA to charge for the delivery fee and an address.

The COA should have the following information:

- Account #
- Fund Code
- Department Code
- Project ID
- Activity
- Implementing Agency

For Express email, the account must be one of the two accounts #: *Account Number: 72415 or 72430*

Express mail companies will only deliver to physical address (not P.O Box address). A telephone number should be provided too.

To follow up on the status of your UNLP, please contact UNFPA travel Unit directly.

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.

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)

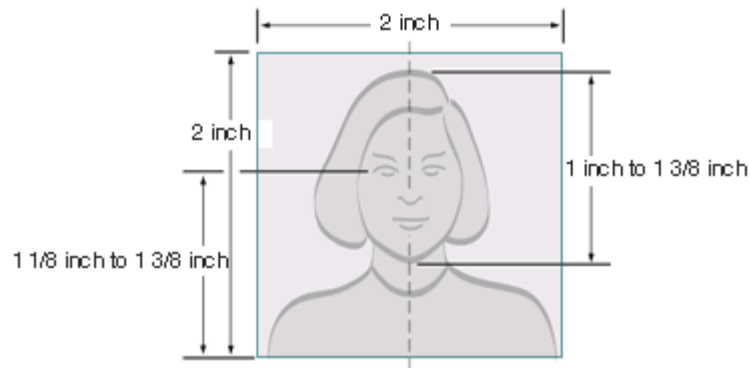
Photographs will be rejected if they:

- 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.

- Paper Photo Head Size Template



Well Composed Photo Composition Examples

