

Guide for Assessing Security of Handling and Issuance of Travel Documents (WP15)



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**Implementation and Capacity Building Working Group
(ICBWG)**

TAG/MRTD 19

**19th Meeting of the Technical Advisory Group on
Machine Readable Travel Documents**

Why was the Guide created?

For passport issuing authorities to self-assess and for use by qualified assessors in evaluating another country's passport issuance system.



What is the Guide?

Part 1: Best Practices on Secure Issuance of Travel Documents

- Recommends best practices to mitigate security threats to the travel document issuance process

Part 2: Assessment Guide

- Evaluation checklists to assess security of each component of the issuance process and identify gaps relative to the recommended best practice



What does the Guide cover?

Travel Document Issuing Authority
Structure & General Security

Facility Security

Application Process

Information Technology Security

Entitlement Process

Protecting and Promoting Personal
and Agency Integrity

Treatment of Materials and Blank
Books

Lost and Stolen Travel Documents

Personalization and Delivery

Overseas Issuance

Document Security

National and International
Stakeholders

Part 2 – Sample Page

No.	Section	Question	% Compliance	Remarks on Gaps and Mitigation Measures	Risk H/M/L	Risk Score
Chapter 3 - Entitlement Processes						
3.1 Summary						
301	3.1	Are all entitlement decisions made by appropriately trained TDIA staff?				
3.2 Treatment of First Applications versus Renewals						
302	3.2	Are first time applicants given special attention and treatment for identity confirmation and entitlement validation?				
303	3.2	Is the application data submitted in support of a renewal application compared to details of travel documents previously issued to that individual?				
304	3.2	Are there special reviews and scrutiny practices carried out for renewal applications submitted a long time (> two years) after expiry of the previous travel document?				

The Guide at TAG

TAG-MRTD/17 approved NTWG proposal to develop guidelines for assessing security of travel document handling and issuance.

TAG-MRTD/18 approved the continuation of the Guide.



Work since TAG-MRTD/18

- Two ICBWG sub-group meetings
- “Standards” dropped from the title
- Additional chapter – Information Technology Security
- Part 1 and Part 2 completed
- Supporting tools created



Supporting Tools

Executive Overview

Assessment Methodology

“Letter of Understanding”

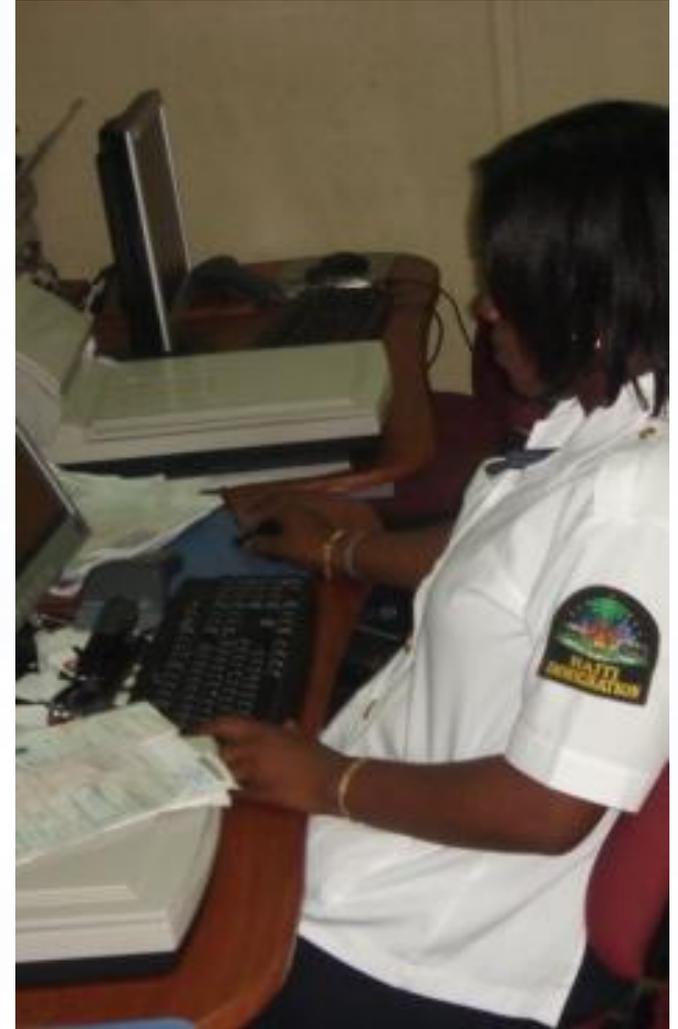
Template Presentation



Next Steps for ICBWG

Promoting the
Guide

Collecting feedback
for bi-annual review



ICBWG invites the TAG/MRTD ...

- To approve the Guide and supporting documents
- To approve commencement of necessary steps for official publication of the Guide and once published, to make it freely available on the ICAO website
- To approve the next steps: promoting the guide and reviewing the guide in two years

