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Guidance on Emergency Travel Documents

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Author: Subgroup of the New Technologies Working Group (NTWG), Working group of the ICAO Technical Advisory Group on the Traveller Identification Programme (TAG/TRIP)

Emergency Travel Documents

Guidance on Principles for Recommended Practice

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1. Introduction

What is an “Emergency Travel Document (ETD)”?

Emergency travel documents are issued by States to travellers needing to travel urgently in distressed or unpredicted situations where it is not possible to issue a standard full validity passport.¹

Where the Issuing Authority² considers that the person has a justified need to travel on urgent or compassionate grounds, States may issue a specific type of document, commonly a passport-sized book (with fewer pages) or depending on the circumstances outside the country of origin/ in the country of issuance, a one-page sheet, with a restricted time and territorial validity, in order to facilitate scheduled travel back or to a named destination or complete short term travel.

The terminology used for documents issued in these situations is very confusing and various terms are used by different Issuing Authorities for the same document.

Some of the terms used are set out below and it is not always clear what the specific term means:

- Emergency Passport
- Emergency Travel Document
- Emergency Travel Certificate
- Temporary Passport
- Temporary Travel Document
- Provisional Passport
- Provisional Travel Document

For the purposes of this Guidance, the term **Emergency Travel Document (ETD)** is used to describe this range of documents. It has been drafted to provide the flexibility for the Issuing Authority to determine the specific type of document to be issued (a limited-page passport-sized book or a one-page sheet), which can vary on a case by case basis.

It is noted that the majority of Issuing Authorities do not issue ETDs to anyone who is not a citizen of their own States/Member States or to refugees or stateless persons. However, in exceptional, crisis situations, ETDs may be issued, usually in the form of a laissez-passer .As part of the provision of humanitarian aid,

¹In this guidance ‘standard full validity passport’ refers to a passport issued with no restrictions to its use as a travel document. It also assumes compliances with the specifications outlined in ICAO Doc 9303.

²Doc 9303 7th edition part one defines the term “Issuing Authority”, being “The entity accredited for the issuance of an MRTD to the rightful holder”

organisations such as the International Committee of the Red Cross (ICRC) issue travel documents to asylum seekers, refugees, vulnerable migrants, displaced or stateless persons in emergency situations. Such travel documents are issued for a one way journey and after the completion of visa and travel requirements. They are issued only as a last resort when Issuing Authorities are not in a position to issue a document (see 2.2 on coverage of this Guidance).

Problems arising from a lack of global standards or recommended best practices

A specific Emergency Travel Document in a uniform format ³ is issued by a number of Member States of the European Union to unrepresented EU citizens in third countries (i.e. EU citizens holding the nationality of a Member State which is not represented in a given third country), whose passport has been lost, stolen or destroyed or is temporarily unavailable. The document can be issued by any EU Member State under the authority of the Member State of nationality. It covers a single journey with a validity period barely longer than the minimum period required for completion of the journey for which it is issued. The purpose of the common format EU ETD is to provide genuine assistance to unrepresented EU citizens in emergency situations in third countries. Some EU Member States issue their own national ETDs to unrepresented EU nationals for the same purpose.

However, there are no global standards or recommended practices for the issuance of ETDs. The ICAO specifications (Doc 9303, 7th Edition) for Machine Readable Travel Documents (MRTDs) do not include any specifications or guidance in relation to ETDs and Annex 9, Facilitation (Chapter 3, 3.10) provides an exemption from ICAO minimum standards for these documents. As a result, varying standards are used by each individual Issuing Authority. There is currently no clear definition for ETDs and they may have a lower security level attached to their deliverance. This can result in:

- ETDs being issued routinely as a (standard) document to travel, especially in the cases where countries have centralised the production and issuance of their national passports to the home country when an application is made overseas (as the process is easier);
- ETDs being targeted by potential fraudsters, considering the ETDs' limited security level;
- Issuing Authorities being required to consider documentation that can be variable in terms of security and quality of issue; and
- Other humanitarian organisations that issue travel documents, for example to stateless and displaced persons, vulnerable migrants

³96/409/CSFP: Decision of the Representatives of the Governments of the Member States, meeting within the Council of 25 June 1996 on the establishment of an emergency travel document, <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:41996D0409>.

(including refugees and asylum seekers,) not having guidance on issuance or acceptance by which to improve the standards and security of their documents.

2. Rationale

2.1 Drivers

ETDs are often issued in unusual circumstances and at short notice. This Guidance and the principles and recommended best practices it contains is intended to help promote security and improve traveller facilitation by:

- minimising fraud;
- preventing potentially dangerous people from traveling; and
- removing potential vulnerabilities of Issuing Authorities.

The ETD should meet a range of requirements during both the application and issuing processes.

The preparation of this Guidance is increasingly necessary, due to the following factors:

- the introduction of biometric passports and consequent increase in centralising the production and issuance of passports to the home country and consequently an increase in issuance of ETDs overseas;
- the increased security of biometric passports, making them more difficult to tamper with, leaving ETDs as a more vulnerable, and as such interesting, target for fraud;
- the increased scrutiny of those documents that are not biometric passports;
- the increase in countries with real time access to the Interpol Lost and Stolen Travel Document database;
- increased access to tools and equipment, via the Internet and other channels, to produce fraudulent documents; and
- the shift in focus of ICAO's travel document programme to identity management.

2.2 Purpose and Scope

Bearing in mind the existing gap in the current ICAO guidance contained within Annex 9 (Facilitation) and Doc 9303 (Machine Readable Travel Documents-Specifications), the purpose of this Guidance is to promote a consistent approach in the issuance of ETDs in order to:

- Enhance the security of the document;
- Protect the individual;

- Promote greater confidence for border staff in handling ETDs at ports; and
- Address the vulnerabilities presented by inconsistent practices and security features.

The Guidance covers travel documents issued by Issuing Authorities to travellers in distressed or unpredicted situations where it is not possible to issue a standard full validity passport or travel document book and addresses the following areas:

- Security/Issuance;
- Cost;
- Format;
- Validity;
- Document title/ name; and
- Post-issuance.

This Guidance does not cover:

- Standard full validity passports delivered in emergency situations;
- Standard passports delivered with limited validity;
- Convention travel documents, (which are covered under separate guidance on *Issuing Machine Readable Convention Travel Documents for Refugees and Stateless Persons*- see⁴) or “Laissez- passer” issued by the United Nations or the European Union; or
- Travel documents issued by humanitarian organisations such as the ICRC.

However, it is intended that this Guidance can be used as a measure of best practice across all issuing organisations, such as humanitarian organisations who issue travel documents to stateless and displaced persons, vulnerable migrants(including refugees and asylum seekers).. Humanitarian organisations are encouraged to comply with its general principles to improve the standards and security of their documents.

2.3 Terminology Used

It is recognised that States often issue more than one type of ETD to fulfil varying operational and policy requirements and the terminology varies considerably. It is also recognised that, as a consequence of specific arrangements, in some cases a single, common format ETD is issued by a number of States to citizens of any other of the States participating in such arrangements (e.g. the common format ETD issued to unrepresented citizens of the European Union). Therefore this Guidance should establish a single name to be used (see also 3.5).

⁴See ICAO/UNHCR *Guide for Issuing Machine Readable Convention Travel Documents for Refugees and Stateless Persons*. 2013

3. Principles and Recommended best practices

3.1 Security/ Issuance

Circumstances to issue ETDs

A traveller may find that they are unable to obtain a standard full validity passport but need to travel urgently. The issuance of an ETD by an Issuing Authority may be considered but not limited to the following situations:

- Emergency situation for the individual traveller (for example a family illness; decease of a relative.) with inadequate time to apply for a standard full validity passport, including urgent travel needs while a standard full validity passport has been lost, stolen or damaged/ mutilated;
- Emergency situation abroad (for example a conflict or natural disaster such as flood, earthquake.) and a need to travel home;
- Lost, stolen or damaged/ mutilated passport while abroad;
- Contingency arrangements if a standard full validity passport cannot be issued in-country;
- Deportation, removal, repatriation; and
- Unrepresented foreign nationals who cannot access their own consular services in case of emergency or are in personal emergency situations (e.g. when their documents are lost, stolen, destroyed or inaccessible).

The type of document issued in the above situations may not be the same in all cases. The traveller's situation and individual circumstances of each case should be taken into account when an Issuing Authority determines which travel document is most appropriate. The criteria for issuing an ETD should be made available on request to the traveller.

ETDs are often issued in locations⁵ abroad⁶ where it is either impractical or inappropriate for an individual to apply for a standard full validity passport.

⁵Emergency travel documents may be issued from a number of locations including but not limited to:

Issuance Overseas:

- i. From an embassy, high commission or honorary consul
- ii. From a remote area in crisis, (e.g. mobile response unit) where the person issuing the documents must work in tandem with his/her home office to ensure that all required eligibility and security procedures are met
- iii. From airports in crisis situations
- iv. From a designated embassy, high commission or honorary consul of other countries where a special arrangement is in place.

Issuance Domestically:

- i. From the airport
- ii. From an office of the Issuing Authority
- iii.

⁶There are examples of good practice whereby some States have special arrangements with partners to provide emergency services overseas through embassies, high commissions, honorary consuls or trusted

Ultimately, the type of travel document issued is dependent on the individual circumstances, the environment surrounding its issuance and practices of an Issuing Authority. In most cases, the security of the document often reflects the circumstances under which the ETDs are issued and the access to facilities and technology available at the time.

Issuance process of ETDs

The issuance process for ETDs should stay as close as possible to standard MRTDs. In line with the Annex 9 requirement for transparent processes, Issuing Authorities should define which steps of the issuance process can diverge, and under which circumstances. States of emergency may necessitate issuance of ETDs in less than ideal circumstances and at very short notice so it is important that issuing staff are able to be assured that they have the most robust process possible (given the circumstances). There may be different ways of achieving enhanced integrity in these situations:

- **Verification**: It is recommended that the issuers satisfy themselves that proper checks are carried out against Interpol or other national databases wherever possible. Travel documents are only as secure as the identity assurance processes behind their production and issuance.
- **Enrolment/ Application**: It is recommended that details of the ETD application, and of the document issued, are recorded on the applicant's file for future reference. It is important that, even (or perhaps especially) in cases of manual issuance this information forms part of the applicant's case history.
- **Entitlement/Identity Verification**: It is recommended that States, where possible, request supporting identification documents to assist them in their decision to issue an ETD. Additionally, where biometric verification/ identification may be used to support identity verification processes, States should make use of this.
- **Linking to the standard full validity passport**: Where a standard full validity passport has previously been issued it is recommended that States consider linking it to the ETD in order to establish the applicant's case history and provide further identity assurance. This practice will also help ensure that the document is taken out of circulation at the final destination State (see section on 'post-issuance'). An alert flag may be raised for first time applicants, where no previous passport record exists. It is advisable to keep record of all travel documents, including any ETDs, over a determined period of time.
- **Informing the applicant**: It is recommended that the applicant is informed of the need to apply for a standard full validity passport should they wish to travel at a future date. The applicant should also be made aware that Issuing Authorities may retain their ETD on arriving at their destination, depending if it has been issued for one or more journeys.

third parties (private sector industry) where they do not have a presence. Although these partnerships are rare, this guidance encourages States to explore this option on a bilateral basis.

Two types of ETDs

There are two possible options when Issuing Authorities face the need to issue an ETD. Either they consider delivering:

1. a (limited-page) passport-sized booklet; or
2. a one-page travel document (normally an A4 stand-alone sized paper sheet or a fold-out document).

The (limited-page) passport-sized booklet should be issued wherever possible, and should comply with the relevant specifications in ICAO Doc 9303 relating to MRTDs. The advantages of issuing this type of booklet are:

- The booklet can be personalised in a more secure manner than a one-page document;
- It provides greater scope for inclusion of security features;
- It offers more reliability because the inclusion of a Machine Readable Zone (MRZ) will ensure that the document can be 'swiped' through a passport reader and automatically checked against watch lists and other systems;
- It provides broader acceptance/ recognition level by other countries and international parties/ entities; and
- It entitles the holder to a wider range of travel options (although limited, the passport –sized document offers a longer validity and more pages than the single page travel document valid for one trip only).

In situations where it is not appropriate or practical to issue the (limited page) passport- sized MRTD booklet (e.g. natural disaster or conflict situation), it is also possible to produce/issue a one-page document. The advantages of issuing a single page document in these types of situations are:

- It may be issued in crisis situations where facilities to personalise a book are inaccessible/ unavailable;
- It may be quicker to personalise than the passport-sized book;
- It may be a more cost effective option; and
- It will be subject to more scrutiny at borders.

Principle:

1. The most secure type of document that can be issued in the circumstances should be issued (the ETD booklet rather than the one page ETD where possible).

Recommended best practice:

- A machine-readable ETD is the preferred standard, primary document.
- ETDs that exist in booklet form should have a limited number of pages (conform to its limited validity) and be consistent with the security features guidance contained in ICAO Document 9303.
- States shall circulate specimen information to other States and concerned organisations such as airlines, including information on the design, security features and issuance procedures of ETDs⁷.
- States should define that no person should hold more than one valid ETD concurrently.
- An ETD should be issued as near to the date of travel as possible to ensure they are used for the specified purpose and exact journey that they were issued for.

In cases where a MRTD ETD is not issued, the single sheet travel document shall be issued instead, noting that:

- Single sheet ETDs should contain minimum/ basic security features, such as a watermark, security background printing or UV fluorescence ink/ elements so to counteract fraudsters' action and to offer adequate acceptance/ recognition level.
- Whenever possible, receiving and/or transiting authorities should be informed about the travel plan of persons holding single sheet ETDs, so to ensure proper facilitation procedures (especially in case of transiting ports).
- States shall circulate specimen information to other States and concerned organisations such as airlines, including information on the design, security features and issuance procedures of single sheet ETDs.
- States should define that no person should hold more than one valid ETD concurrently.
- A single sheet ETD should be issued as near to the date of travel as possible to ensure they are used for the specified purpose and exact journey that they were issued for.

⁷ There is a working paper being finalized on this topic. Reference can be found on ICAO/ TAG-MRTD-22_WP18 - "Guidance for Circulation Specimen Information"

3.2 Cost

The cost of issuing either type of ETD is a matter for the Issuing Authority, including any requirements on charging and fee waiving in their national legislation. The Issuing Authority should consider the level of charging at a rate which does not encourage the person to apply for an ETD rather than a standard full validity passport. Also, the charge should be set at a level which discourages the holder of a standard full validity passport not taking sufficient care of their existing passport. The Issuing Authority may consider issuing an ETD free of charge, including in crisis situations (e.g. State of Emergency). Regardless of cost, in all cases the ETD should only be issued when all relevant checks have been completed.

Principle:

The charging structure within national frameworks for issuing ETDs is clear and applicants are aware of the cost which will be applied.

Recommended best practice:

In the circumstances of a national or local crisis, granting of an ETD may be free of charge.

3.3 Format

While there will always be the potential for situations to arise where it is impossible to produce the passport-sized machine readable booklet form of the ETD, this is to be regarded as the preferred standard, primary document. Issuing Authorities should, where time is available and circumstances permit, seek to issue an ETD booklet in preference to the one page ETD to facilitate travel. Where practicable, the one page ETD should be replaced by the higher security ETD booklet or full validity passports as soon as possible where needed for an extended period. Issuing Authorities should issue the most secure document that can be issued in the circumstances, whilst meeting all entitlement and security requirements (see section 3.1 above). It is crucial that Issuing Authorities ensure the highest security level possible to deter fraudulent use.

Principle:

The document if in booklet form should be easily distinguishable to a standard full validity passport but, as set out below, some format/ security/ design features should remain identical.

Recommended best practice:

Issuing Authorities should issue ETDs in a form that clearly distinguishes it from a standard full validity passport. This may be a different colour cover and inner pages or the cover/ pages might be the same but with an additional marking clearly indicating that it is different. It is recommended though that for ease of its recognition by border control authorities a link to the current standard passport is kept.

- It is recommended that there are fewer pages than in a standard full validity passport to reflect the fact that these are short-term documents, preferably with a maximum of 8 visa/ inner pages.
- In accordance with Doc 9303, for the booklet form of the ETD, the photo, whether provided in paper or digital format, must be digitally printed in the ETD. Necessary measures shall be taken by the Issuing Authority or organisation to ensure that the displayed photo is resistant to forgery and substitution.
- Stick in photos are not permitted in accordance with Doc 9303⁸ in the booklet form of the ETD due to the ease with which stick in photos can be removed. Given that ETDs may not contain the same or as many security safeguards or features as a standard full validity passport, steps need to be taken to protect the ETD wherever possible. Consequently, the integration/ printing of the photo into the ETD booklet should be a standard requirement given the widespread recognition of the weakness of 'stick in' photos.⁹
- The ETD should have a unique number printed pre-issuance which means that there can be an audit trail of which documents were issued to whom. This can be particularly important where documents, either pre- or post-issuance, are lost or stolen.
- To the extent possible one-page ETDs should incorporate and assimilate the same principle and best practices, noting that, where stick in photos need to be used, Issuing Authorities should consider using sticker/ vignette laminates, wet and/or dry stamps on the one-page ETDs as a mitigating practice and to increase security.

3.4 Validity

ETDs are issued for a variety of reasons and it is no longer the case that they are only used for single journeys from one country back to the country of nationality/citizenship/ residence. Many countries insist upon travellers having at least 6 months' validity in their travel documents in order to issue visas or give leave to enter.

⁸ In line with 9303-4: "The use of affixed or stick-on portrait photos is not permitted and these shall not be used. Instead, the portrait image shall be integrated with the bio data page using a secure personalization technology."

⁹ ICAO Doc 9303 Volume 1 III-10, 5.4.1

Principle:

Issuing Authorities should restrict validity to the minimum period required consistent with the purpose for which the document was issued and in line with the security of the document.

Recommended best practice:

- ETDs in booklet form should be issued with an absolute maximum validity of 12 months (including any six months entry and visa requirements).
- Single sheet ETDs should be issued with a single journey restriction (which can include transit points).
- All ETDs should have final destinations and fixed named transit points on the document and these should reflect the ticketed route.
- All ETDs should be replaced by a standard full validity passport as soon as possible. (If time allows preferably during the validity of the ETD).

3.5 Document title/ name

In order to avoid confusion, the single term of “Emergency Travel Document (ETD)” should be used to describe this range of documents. This best reflects the idea of a distressed and unpredictable situation in an unequivocal manner. It mirrors both the notion of urgent/critical, short-term and transitory.

The term is also broad enough to be seen in the context of two different existing ETDs: one as a single sheet; the other in a booklet format. For the single sheet ETD the words “single journey” should be inserted in the “validity” box.

Principle:

Issuing States or organisations should use a distinctive title or name on the ETDs so to clearly identify the distressed and unpredicted situations in which such documents were issued (and to distinguish from documents issued in situations where States choose to issue a regular passport or travel document book with limited validity, i.e. a Temporary passport.)

Recommended best practice:

- ETDs regardless of their format should be referred to as “Emergency Travel Documents” to clearly separate ETDs from standard full validity passports and should include the word “Emergency” in the title.
- They can be issued in booklet or single sheet format.
- In case of the single -sheet format, they should mention “single journey” in the “validity” box.

3.6 Post-issuance

Practices of resolving used ETDs with issuance systems vary widely, particularly depending on whether documents need to be retained by the traveller in order to collect a standard full validity passport, and also depending on whether ETDs are issued by a different ministry or department than those issuing standard full validity passports.

Principle:

Issuing States or organisations should take specific measures to prevent further use of post-used ETDs to minimise the chances of potential fraud.

Recommended best practice:

The document should be taken out of circulation at the border crossing point of the final destination, unless explicitly required or noted on the document by the Issuing Authorities.¹⁰ The document should ultimately be returned to the Issuing Authorities for physical cancellation and/or mutilation to prevent it being used for further travel by impostors or fraudsters.

¹⁰ For example, visa requirements (e.g. if an expired travel document contains a valid visa, the travel document, after invalidation, stays with its rightful holder).

4 Summary

The table below aims to emphasis the key drivers and the purpose for producing this guidance, summarising the scope, principles and best practice recommendations encompassed within it.

KEY DRIVERS-To help promote security and improve traveller facilitation by: Minimising fraud; Preventing potentially dangerous people from traveling; Removing potential vulnerabilities of Issuing Authorities.		
PURPOSE- To promote a consistent approach in the issuance of ETDs in order to: Enhance the security of the document; Protect the individual; Promote greater confidence for border staff in handling ETDs at ports; Address the vulnerabilities presented by inconsistent practices and security features.		
Scope	Principles	Recommended Best Practices
Security/ Issuance	1. The most secure type of document that can be issued in the circumstances should be issued (the ETD booklet rather the one page ETD where possible).	<ul style="list-style-type: none">i. A machine-readable ETD is the preferred standard, primary document.ii. ETDs that exist in booklet form should have a limited number of pages (conform to its limited validity) and be consistent with the security features guidance contained in ICAO Document 9303.iii. States shall circulate specimen information to other States and concerned organisations such as airlines, including information on the design, security features and issuance procedures of ETDs.

		<p>iv. States should define that no person should hold more than one valid ETD concurrently.</p> <p>v. An ETD should be issued as near to the date of travel as possible to ensure they are used for the specified purpose and journey that they were issued for.</p> <p>In cases where a MRTD ETD is not issued, the single sheet travel document shall be issued instead, noting that:</p> <p>vi. Single sheet ETDs should contain minimum/ basic security features, such as a watermark, security background printing or UV fluorescence ink/ elements so to counteract fraudsters' action and to offer adequate acceptance/ recognition level;</p> <p>vii. Whenever possible, receiving and/or transiting authorities should be informed about the travel plan of persons holding single sheet ETDs, so to ensure proper facilitation procedures (especially in case of transiting ports);</p> <p>viii. States shall circulate specimen information to other States and concerned organisations such as airlines, including information on the</p>
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		<p>design, security features and issuance procedures of single sheet ETDs;</p> <p>ix. States should define that no person should hold more than one valid ETD concurrently;</p> <p>x. A single sheet ETD should be issued as near to the date of travel as possible to ensure they are used for the specified purpose and journey that they were issued for.</p>
Cost	2. The charging structure within national frameworks for issuing ETDs is clear and applicants are aware of the cost which will be applied	<p>xi. In the circumstances of a national or local crisis, granting of an ETD may be free.</p>
Format	3. The document if in booklet form should be easily differentiated to a standard full validity passport but some format/security/design features should remain identical.	<p>xii. Issuing Authorities should issue ETDs in a form that clearly distinguishes it from a standard full validity passport. This may be a different colour cover and inner pages or the cover/ pages might be the same but with an additional marking clearly indicating that it is different.</p> <p>xiii. It is recommended though that for ease of its recognition by border control authorities a link to the current standard passport is kept.</p> <p>xiv. It is recommended that there are fewer pages than in a standard full validity passport to</p>

		<p>reflect the fact that these are short-term documents, preferably with a maximum of 8 visa/ inner pages.</p> <p>xv. In accordance with Doc 9303, for the booklet form of the ETD, the photo, whether provided in paper or digital format, must be digitally printed in the MRTD. Necessary measures shall be taken by the Issuing Authority or organisation to ensure that the displayed photo is resistant to forgery and substitution.</p> <p>xvi. Stick in photos are not permitted in accordance with Doc 9303 due to the ease with which stick in photos can be removed. Given that ETDs may not contain the same or as many security safeguards or features as a standard full validity passport, steps need to be taken to protect the ETD wherever possible. Consequently, the integration/ printing of the photo into the ETD booklet should be a standard requirement given the widespread recognition of the weakness of 'stick in 'photos.</p> <p>xvii. The ETD should have a unique number printed pre-issuance which means that there can be an audit trail of which documents were issued to whom. This can be particularly</p>
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		<p>important where documents, either pre- or post-issuance, are lost or stolen.</p> <p>xviii. To the extent possible one-page sheet ETDs should incorporate and assimilate the same principle and best practices, noting that, where stick in photos need to be used, Issuing Authorities should consider using sticker/ vignette laminates, wet and/or dry stamps on the one-page ETDs as a mitigating practice and to increase security.</p>
Validity	4. Issuing Authorities should restrict validity to the minimum period required consistent with the purpose for which the document was issued and in line with the security of the document.	<p>xix. ETDs in booklet form should be issued with an absolute maximum validity of 12 months (including any six months entry and visa requirements).</p> <p>xx. Single sheet ETDs should be issued with a single journey restriction (which can include transit points).</p> <p>xxi. All ETDs should have final destinations and fixed named transit points on the document and these should reflect the ticketed route.</p> <p>xxii. All ETDs should be replaced by a standard full validity passport as soon as possible (if time allows preferably during the validity of</p>

		the ETD) with the standard robust application process being followed.
Document title/ name	5. Issuing States or organisations should use a distinctive title or name on the ETDs so to clearly identify the distressed and unpredicted situations in which such documents were issued (and to distinguish from documents issued in situations where States choose to issue a regular passport or travel document book with limited validity, i.e. a Temporary passport).	<p>xxiii. ETDs, regardless of their format, should be referred to as “Emergency Travel Documents” to clearly separate ETDs from standard full validity passports and should include the word “Emergency” in the title.</p> <p>xxiv. They can be issued in booklet or single sheet format.</p> <p>xxv. In case of the single sheet format, they should mention “single journey” in the “validity” box.</p>
Post-issuance	6. Issuing States or organisations should take specific measures to prevent further use of post-used ETDs to minimise the chances of potential fraud.	<p>xxvi. The document should be taken out of circulation at the border crossing point of the final destination, unless explicitly required or noted on the document by the Issuing Authorities. The document should ultimately be returned to the Issuing Authorities for physical cancellation and/or mutilation to prevent it being used for further travel by impostors or fraudsters.</p>