laissez-passer issued by the European Union
Application and Delivery form

- The EU *laissez-passer* is **a travel document** governed by Council Regulation 1417/2013. Authorities in EU Member States must **recognise it as a valid document**.
- **In order for it to be internationally recognised as a valid travel document**, the *laissez-passer* now **complies with the security standards** and technical specifications applicable to national travel documents **issued by Member States** under Council Regulation (EC) No 2252/2004 and with **International Civil Aviation Organisation (ICAO) specifications,** in particular those appearing in ICAO Document 9303 on machine-readable travel documents.
- The new system for issuing these includes **the capture of applicants' biographic and biometric features** (facial image and fingerprints).
- All information relating to the EU *laissez-passer*, including legal texts and legal disclaimers, in particular on data protection, can be found on the EU *laissez-passer* website at the following address […].

GENERAL CONDITIONS of the EU *laissez-passer*

Each *laissez-passer* remains the property of the European Union.
It is issued solely in the interests of the European Union.

Each holder of an EU laissez-passer must note the obligation to respect at all times the general conditions listed below:

1. **Holders of a *laissez-passer* can only use it for service-related activity. A *laissez-passer* must not be used for personal purposes.**
2. **Holders of a *laissez-passer* must bear in mind the obligation to behave with integrity, loyalty and in line with all the principles of good administration.**
3. **Holders of a *laissez-passer* must ensure that the personal data on their *laissez-passer* are identical to those in their national passport or other national identity document. Any discrepancy should be reported to the issuing EU institution.**
4. **Holders must make sure that they take the utmost care of all documents issued, including duplicates/parallel *laissez-passer*.**
5. **Any *laissez-passer* that has expired or has no more blank pages for visas must be returned to the issuing institution for formal cancellation and, if need be, renewal (issuance of a new LP).**
6. **If the original holder is no longer entitled to hold a *laissez-passer*, regardless of its expiration date and so must return it for cancellation to the issuing institution, the persons holding a *laissez-passer* in quality of related family members are no longer entitled to hold one and so must equally return theirs.**
7. **In case of loss or of theft of the *laissez-passer*, the holder must immediately declare the loss or the theft to the police or any other competent authority and inform the issuing institution. If the *laissez-passer* is found after it had been declared lost or stolen, the holder must inform the issuing institution and/or the Commission's *laissez-passer* team, and must return it for cancellation. A *laissez-passer* that has been found after it has been declared lost or stolen should never be used again, for any purpose.**
8. **Holders of a *laissez-passer* have the rights of data subjects, as set out in Regulation (EC) No 45/2001. The *laissez-passer* will not contain machine-readable information other than that required by Council Regulation (EU) 1417/2013.**
9. **Any breach of these rules, any misbehaviour in using the *laissez-passer* or misuse of the *laissez-passer* (whether intentional or through negligence) shall make the EU officials and other servants holding the *laissez-passer* liable to disciplinary actions. In the same circumstances, the other holders of a *laissez-passer* may be liable to the penalties defined by each institution.**

PART I
PRE- ENROLMENT

(to be completed by the issuing institution: e.g. the institution of origin, the administration and/or the applicant)

1. Administrative information			
1.1 Application number	…….. (to be used throughout this form)	**1.2 Previous Ref.** *(optional)*	……..
1.3 Issuing institution[1]	List of issuing Institutions	**1.4 For "Agencies" or "Other", please specify:** ……. ……..	
1.5 Place of enrolment [1]	List of enrolment places	**1.6 For "Other" , please specify:** …….	
2. Issuing information			
2.1 Type of application [1]	List of type of application	**2.2 Please provide supporting documentation, depending on the option chosen.** For option b), provide proof that the current *laissez-passer* is no longer valid/usable YES ☐ NO ☐ For option c), provide an explanation for the request YES ☐ NO ☐ For option d), provide proof that the original has been lost or stolen YES ☐ NO ☐	

3. Category of Applicant		
3.1 Applicant	**Staff** ☐ **Member of an institution** ☐	
3.2 Special Applicant	☐	a) Family member ☐ (if so indicate the nature of the relationship to the original holder and include a copy of his/her application for a *laissez-passer* or his/her valid *laissez-passer*)[2]: ……
		b) Official/other EU servant who does not meet the statutory conditions[3] ☐
		c) Seconded National Expert (SNE) ☐
		d) Junior Professional in Delegation (JPD) ☐
		e) DG ECHO technical assistant in the field of humanitarian aid ☐
3.3 Function/Role/Comments: ……..…… (For page 4 of the LP)		

[1] To complete these fields, click on the drop-down list in the next column and select one from the choices provided.

[2] Cf. Annex II of the Council Regulation 1417/2013, Article 1(2): The 'original holder' means a member of staff in an EU institution, an EU official or other servant, a Seconded National Expert or a Junior Professional in Delegation who has been issued an EU *laissez-passer*.

[3] Cf. Annex II of Council Regulation 1417/2013 Article 1(1)(b).

4. Duration of validity requested for the EU *laissez-passer*	
a) 6 years ☐ b) 12 months and 1 day [4] ☐	c) 12 months or less [5] ☐ d) Other duration ☐ For c) and d) Please indicate the end date ……
Please explain the duration requested: ……. ……..	

5. Applicant's biographical data[6]	
5.1 Surname (Caption 4 on page 2 of the LP)	……
5.2 Name (Caption 5 on page 2 of the LP)	……
5.3 Nationality (Caption 6 on page 2 of the LP)	……
5.4 Date of birth (Caption 7 on page 2 of the LP)	……
5.5 Gender (Caption 8 on page 2 of the LP)	……
5.6 Place of birth (Caption 9 on page 2 of the LP)	……

5.7 (To be completed by the applicant)

I,……..……, confirm that the information, including personal information, provided above is correct and I agree to the conditions of the *laissez-passer***.** I confirm that I have been informed about my rights. I authorise the issuing institution to share the information above with the Commission,[7] so it can continue the process of issuing a *laissez-passer* of the European Union.

READ and APPROVED DATE: ……..

Applicant's SIGNATURE: ……..

[4] Minimum period of validity, as provided for in Article 4(1) of Council Regulation 1417/2013.

[5] Cf. Article 5(2) of Council Regulation 1417/2013: A temporary *laissez-passer* may be issued for a maximum of 12 months to people whose fingerprints of any of the fingers are temporarily impossible to collect.

[6] As required by Annex I of the Council Regulation 1417/2013.

[7] The Commission is responsible for registering information, including biometric data. The European Central Bank has a special status in this respect.

The issuing institution's authorisation for a *laissez-passer* issued by the European Union

I [full name and job title][8] ……. **authorise:**

a) the issue of an EU *laissez-passer* to Mr/Ms …….…..
b) the forwarding of this application to the European Commission for further processing on our behalf
c) by way of exception, the remote delivery of the personalised *laissez-passer* to the holder:
YES ☐ NO ☐

Justification for the remote delivery :

READ and APPROVED

Done in ……..…….……, DATE: …….……

SIGNATURE: ……

[8] Cf. Article 6 of Protocol No 7 on the Privileges and Immunities of the European Union refers to the Presidents of these institutions. This includes people authorised through a delegation of powers.

PART II
ENROLMENT (Second phase)

(to be completed by the Commission's laissez-passer central service and/or by the European Central Bank enrolment service)

6.1 Application number ……

6.2 Date of the enrolment __ / __ / _____	**6.3 Enrolment site**: ……...

6.4 Documents to be presented for enrolment (all items listed must be produced)	• Pre-enrolment form ☐ • National passport ☐ • Institution badge ☐ (or, for family members, the proof specified in 3.2.a) ☐
	Other, if the applicant does not hold a national passport ☐ (please provide details) …….
6.5 Biographic and biometric enrolment successfully complete?	Yes ☐
	No ☐ (please provide an explanation) Remarks: …… ……

6.6 Has the applicant provided supporting evidence and confirmed the information collected during the enrolment?	Yes ☐ No ☐

6.7 Enrolment site / staff member's signature / official stamp: ……

6.8 (To be completed by the applicant)

I, ……..…… confirm that the information provided above is correct**.** I confirm that I have been informed about my rights. I authorise the Commission to share this personal and biometric data with the Commission's external contractor [9] for it to continue the process of issuing an EU *laissez-passer*.

READ and APPROVED DATE: ……..

Applicant's SIGNATURE: ……...…

[9] The Commission's external contractor is responsible for the next phase (production and personalisation).

PART III
Delivery of the personalised *laissez-passer*
(to be completed by the Commission's laissez-passer central service)

7. Is the *laissez-passer* to be delivered in the presence of the applicant (hand to hand delivery)?	Yes ☐ (If Yes continue with 7.1)
	No ☐ (If No continue with 7.2)

PART III - (7.1)
Delivery to the applicant in person on the premises of the Commission's *laissez-passer* central service
(to be completed by the Commission's laissez-passer central service)

7.1.1 Application number ……

7.1.2 Date of presence for delivery ___ / ___ / _____	**7.1.3 Delivery site**: ……

7.1.4 Document to be presented for delivery (all documents listed must be produced)	• Application form ☐ • National passport ☐ • Institution badge ☐ (or, for family members, the proof specified in 3.2.a) ☐
	Other, if the applicant does not hold a national passport ☐ (please provide details) ……..
7.1.5 Return of previous *laissez-passer* (compulsory if applicable)	• Has the previous LP been returned? YES ☐ NO ☐ • Has the previous LP been cancelled in the system? YES ☐ NO ☐ • Has the previous LP been partially/ totally destroyed? YES ☐ NO ☐ • Has the partially destroyed LP been given back to the holder? YES ☐ NO ☐ • Was the partially destroyed LP given back for visa reasons? YES ☐ NO ☐
7.1.6 Delivery successful?	Yes ☐
	No ☐ ***(Continue with Part IV point 8)***
	Other comments: ……. …….

7.1.7 Has the applicant checked and confirmed the information in the *laissez-passer*?	Yes ☐ No ☐

7.1.8 Delivery site / staff member's signature / official stamp: …….

If answer to point 7.1.5 is negative please go directly to Part IV

7.1.9 (To be completed by the applicant)

I, ……..……, confirm that the information on the *laissez-passer* issued in my name is correct**.** I confirm that I have been informed about my rights, particularly regarding the protection of my personal data, and about my obligations when using the *laissez-passer* issued by the European Union.

I confirm that I have received the *laissez-passer* issued by the European Union.

READ and APPROVED DATE: ……..

Applicant's SIGNATURE: ……

(Continue with PART V point 9.1)

PART III - (7.2)
Remote delivery to the Applicant
***e.g.* away from the premises of the Commission's *laissez-passer* central service**
(to be completed by the administration in the issuing institution)
(Remote delivery to the applicant must be treated as an exception duly motivated by the administration)

7. 2.1 Application number: ……

7.2.2 Date on which the institution received the *laissez-passer* ___ / ___ / _____

Issuing institution's signature/ official stamp for receipt: …….
……

7.2.3 Institution in charge of delivering the *laissez-passer*	……..
7.2.4 Document to be presented for delivery (all documents must be produced if applicable)	Application form ☐ National passport ☐ Institution badge ☐ (or, for family members, the proof specified in 3.2.a) ☐
	Other, if the applicant does not hold a national passport ☐ (please provide details) ……
7.2.5 Return of previous LP (compulsory if applicable)	• Has the previous LP been returned? YES ☐ NO ☐ • Has the previous LP been cancelled in the system? YES ☐ NO ☐ • Has the previous LP been partially / totally destroyed? YES ☐ NO ☐ • Has the partially destroyed LP been given back to the holder? YES ☐ NO ☐ • Was the partially destroyed LP given back for visa reasons? YES ☐ NO ☐
7.2.6 Delivery successful?	Yes ☐
	No ☐ ***(Continue with PART IV point 8)***
	Other comments: …….. ……..
7.2.7 **Has the applicant checked and confirmed the visible information on the *laissez-passer*?**	Yes ☐ No ☐

7.2.8 To be completed by the applicant

I, ……..…… confirm that the visible information on the *laissez-passer* issued in my name is correct**.** I confirm that I have been informed about my rights, particularly regarding the protection of my personal data, and about my obligations when using the *laissez-passer* issued by the European Union.

I confirm that I have received the *laissez-passer* issued by the European Union.

READ and APPROVED DATE: ……..

Applicant's SIGNATURE: ……

(Continue with PART V point 9.2)

PART IV
Incorrect information on a personalised *laissez-passer*[10]

8.1 Application number: ……

To be completed by the applicant

8.2 Declaration of inaccuracy

Nature of the inaccuracy: **…….**

I, ……..…… declare that the information on the *laissez-passer* issued in my name is incorrect**.** I confirm that I have been informed about my rights, particularly regarding the protection of my personal data.

READ and APPROVED DATE: ……..……..

Applicant's SIGNATURE: ……..

(to be completed only in cases of delivery in person ("hand to hand") by the Commission's laissez-passer central service)

8.3.1 Date of reception at the Brussels verification site ___ / ___ / _____

8.3.2 Brussels verification site signature / official stamp: ……

(To be completed only in cases of remote delivery by the administration of the issuing institution)

8.4.1 Date of dispatch of the incorrect *laissez-passer* to the Commission's *laissez-passer central service*
___ / ___ / _____

8.4.2 Issuing institution delivery site signature / official stamp: ……

[10] If this field is completed, the *laissez-passer* must be securely sent back to the Commission together with this form, filled in as appropriate.

PART V
9. Final notifications (compulsory)

Application number: ……

PART V - (9.1)
In case of delivery to the applicant in person ("hand to hand") on the premises of the Commission's *laissez-passer* central service

To be completed by the Commission's laissez-passer central service

9.1.1 Date of notification to the issuing institution (the applicant's institution of origin) confirming delivery
___ / ___ / _____

9.1.2 (optional) Date a duplicate of the completed application form was sent to the issuing institution (Institution of origin of the applicant)
___ / ___ / _____

9.1.3 Delivery site staff member's signature / official stamp ……

PART V - (9.2)
Remote delivery to the applicant away from the premises of the Commission's *laissez-passer* central service

To be completed by the administration in the issuing institution

9.2.1 Date of notification to the Commission's *laissez-passer* central service confirming the final receipt of the personalised *laissez-passer*
___ / ___ / _____

9.2.2 Date the finalised completed form was sent to the Commission's *laissez-passer* central LP service
___ / ___ / _____

9.2.3 Delivery site staff member's signature / official stamp ……

To be completed by the Commission's laissez-passer central service

9.2.4 Date of receipt / registration of the finalised completed form by the Commission's *laissez-passer* central service)
___ / ___ / _____

9.2.5 Commission staff member's name and signature ……

_____