

**FACILITATION PANEL (FALP)**

(Third Meeting, Montreal, 12 to 16 February 2001)

**Agenda Item 3: General revision of Annex 9 – Chapters 2 and 3**

**REVISION OF ANNEX 9 STANDARDS AND  
RECOMMENDED PRACTICES (SARPS) — FIRST PART OF CHAPTER 3**

(Presented by the Secretary)

**PROPOSED TEXT  
CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS  
AND THEIR BAGGAGE**

**A. General principles**

3.1 In order to facilitate and expedite the clearance of persons entering or departing by air, Contracting States shall adopt border control regulations appropriate to the air transport environment and shall apply them in such a manner as to prevent unnecessary delays.

3.2 In developing procedures aimed at the efficient application of border controls on passengers and crew, Contracting States shall take into account the application of aviation security or narcotics control measures, where appropriate.

*Note.—With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.*

**B. Documents required for travel**

3.3 No documents other than those provided for in this Chapter shall be required by Contracting States for the entry into and departure from their territories of visitors.

**~~B. Entry requirements and procedures~~**

**~~I. Passenger identity documents~~**

3.4 Contracting States shall not require ~~from~~ visitors travelling by air, **rightfully holding valid passports, to present** any other document of identity ~~than a valid passport~~.

~~——— *Note.*— It is not the intent of the above provision to discourage Contracting States, who wish to be more liberal, from accepting official documents of identity such as expired passports, national registration cards, seafarers' identity documents, alien resident permits and crew member certificates in lieu of a valid passport.~~

~~3.6 ——— In cases where a visitor holds a valid passport and no visa is required of him (cf. 3.7 below), Contracting States shall not require him to obtain any other identity document from their consulates or from operators prior to the commencement of his flight.~~

~~——— *Note.*— It is the intention of this provision that the visitors referred to should be admitted upon arrival without having to furnish any other document except, if required, a Disembarkation Card (cf. 3.10 and 3.10.1 below) and, if required, a Certificate of Vaccination or Revaccination (cf. 3.11 below).~~

~~3.5.1, 3.8.1, 3.23.1~~

**3.5 Recommended practice.**— *When issuing passports, visas or other identity documents accepted for travel purposes, contracting State should issue these in machine readable form, as specified in Doc 9303 (series), Machine Readable Travel Documents.*

~~3.5.10 ——— **Recommended Practice.**— Contracting States should endeavour, where practicable, to promote the use of internationally standardized formats for biometric and digitized photographic data which identify the authentic holder of the document in which these data are recorded.~~

## **C. Passports**

~~3.4.1, 3.5.2~~

**3.6** When issuing passports which are not machine readable, contracting States shall conform the personal identification and document issuance data and the format of the data page to the specifications for the “visual zone” set forth in Doc 9303, Part 1, *Machine Readable Passports*. The “machine readable zone” area shall be filled with words such as “this passport is not machine readable” or other data to preclude fraudulent insertion of machine readable characters.

**3.7** Contracting States which use bar codes or other optional machine readable technologies for the representation of personal data in passports shall make provision whereby the encoded data may be revealed to the holder of the document upon request.

~~3.5.3~~**3.8 Recommended Practice.**— *Contracting States should establish publicly accessible facilities for the receipt of passport applications and/or for the issuance of passports.*

~~3.5, 3.5.5~~

**3.9** Contracting States shall establish transparent application procedures for the issuance, renewal or replacement of passports and shall make information describing their requirements available to prospective applicants upon request.

~~3.5.6~~**3.9.1 Recommended Practice.**— *If any fee is charged for the issue or renewal of a passport, the amount of such fee should not exceed the cost of the operation.*

3.10 Contracting States shall issue a separate passport to each person, regardless of age.

~~3.5.4~~ **3.11 Recommended Practice.** — *When issuing or reissuing passports for tourism or business travel, contracting States should normally provide that such passports be valid for a period of at least five years, for an unlimited number of journeys and for travel to all States and territories.*

*Note 1.— Specifications for machine readable passports (Doc 9303, Part 1) do not permit alteration of the data in the machine readable zone, including the expiration date. Therefore it is not practicable to extend the validity of a machine readable passport.*

*Note 2. — In consideration of the limited durability of documents and the changing appearance of the passport holder over time, a validity period of not more than ten years is recommended.*

#### **D. Exit visas**

~~3.32~~ **3.12** Contracting States shall not require exit visas from their own nationals or residents wishing to tour abroad nor from visitors at the end of their stay.

~~3.32.1~~ **3.13 Recommended Practice.**— *Contracting States should not require exit visas from their resident aliens wishing to tour abroad.*

#### **E. Entry/re-entry visas**

~~3.7~~ **3.14 Recommended Practice.**— *Contracting States should waive or abolish the requirement of an entry visa for nationals of a maximum number of States, seeking entry as visitors.*

~~3.8.5~~ **3.15** Contracting States shall not require visas for re-entry from their own nationals.

~~3.8.6~~ **3.16 Recommended Practice.**— *Contracting States should not require visas for re-entry from their resident aliens who ~~have~~ hold lawful residence permits.*

~~3.8.2~~ **3.17** Contracting States shall ~~simplify the documentary requirements and other formalities for the issue of entrance~~ **establish simple and transparent application procedures for the issuance of entry** visas for **prospective** visitors, and shall ensure that **applications** for such visas are ~~issued~~ **acted upon** as quickly as possible after receipt. **Visa issuance procedures** of the application and shall not normally require the applicant to make a personal appearance at a ~~consulate~~ **the issuing office**.

~~3.8.3~~ **3.18** ~~Entrance visas for visitors shall normally be made valid for~~ **When issuing entry visas to prospective visitors, Contracting States shall provide that such visas be valid for entry within a period of** at least twelve months from the date of issue regardless of the number of entries ~~into the State concerned~~ and with the understanding that the duration of each stay may be limited. ~~However, the State concerned may require that the length of validity of the visa does not exceed the length of validity of the passport or other identity document in which such visa is inserted.~~

~~3.8~~ **3.19** Contracting States shall make provision for the issuance of entry visas to prospective visitors without charge on the basis of reciprocity or other arrangements.

**3.8.73.20 Recommended Practice.**— *When issuing visas which are not machine readable, Contracting States should conform the personal and issuance data in such documents to the specifications for the visual zone of the machine readable visa, as set forth in Doc 9303, Part 2 — Machine Readable Visas.*

*Note.*— *Provided they adhere to the prescribed format, these entry clearances or visas can be in the form of a stick-in label or a stamp or other imprint.*

## **F. Embarkation/Disembarkation cards**

~~3.9~~ **Recommended Practice.**— ~~Contracting States should not require either from visitors travelling by air, or from operators on their behalf, any information in writing supplementary to or repeating that already presented in their identity documents.~~

~~3.10~~**3.21** A Contracting State which ~~continues to require~~ a written supplementary information report of personal data from visitors travelling arriving or departing by air shall limit its information requirements to the items and shall follow the format those set forth in Appendix 5 — Embarkation/Disembarkation Card.

~~3.10.1~~**3.22** Contracting States, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the operator. Legible handwritten script shall be accepted on the cards, except where the form specifies block lettering.

~~3.10.2~~**3.23** Contracting States which require the presentation of Embarkation/Disembarkation Cards shall provide them to airline operators or their agents without at no charge, for distribution to departing passengers prior to embarkation or to arriving passengers during the flight.

## **G. Certificates of vaccination**

~~3.11~~**3.24** In cases where evidence of protection against yellow fever a quarantinable disease is required, from persons travelling by air, Contracting States shall accept the International Certificate of Vaccination or Revaccination in the form set out prescribed by the World Health Organization in Appendix 2 of the International Health Regulations (1969).

~~3.37~~ **Recommended Practice.**— *The practice of entering names on passenger and crew documents should be to put the surname or surnames first. Where both paternal and maternal surnames are used, the paternal surname should be placed first. Where for married females both the husband's and the wife's paternal surnames are used, the husband's paternal surname should be placed first.*

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