



TECHNICAL ADVISORY GROUP ON MACHINE READABLE TRAVEL DOCUMENTS (TAG-MRTD)

SEVENTEENTH MEETING

Montréal, 20 to 22 March 2007

Agenda Item 2: Implementation of ePassports

Agenda Item 2.1: Progress and Issues

GUIDE FOR ASSESSING SECURITY STANDARDS FOR HANDLING AND ISSUANCE OF TRAVEL DOCUMENTS

Presented by the New Technologies Working Group (NTWG)

1. INTRODUCTION

1.1 It is widely recognized that improving travel document security is an important part of the fight against terrorism and combating transnational organized crime. As travel documents are becoming more secure increased emphasis is being placed on the security of the handling and issuance process to help prevent the issuance of legitimate documents to terrorists or criminals under false identities.

1.2 The NTWG recognizes international efforts to improve the security of travel documents by increasing both the security features of the documents themselves as well as the security of the handling and issuance process for such documents.

1.3 This paper focuses on a project to support efforts to increase the security of the handling and issuance process for travel documents.

1.4 ICAO intends to include security-related Annex 9 standards in its Aviation Security Audit Programme. A guide for assessing security standards for handling and issuance of travel documents could be used to assess compliance with standard 3.8 – *Contracting States shall establish controls on the creation and issuance of travel documents in order to safeguard against the theft of their stocks and the misappropriation of newly issued travel documents.*

1.5 Doc 9303 includes an informative appendix based on a paper completed by the G8 in 2002 on the Minimum Security Standard for the Handling and Issuance of Machine Readable (and other) Passports. The appendix provides a detailed overview of preventing fraud in the application, adjudication,

issuance and delivery processes, as well as organizational and personnel issues. The proposed guide would update the information and also provide more technical and practical information.

2. PROPOSED GUIDE FOR ASSESSING SECURITY STANDARDS FOR HANDLING AND ISSUANCE OF TRAVEL DOCUMENTS

2.1 The NTWG proposes developing a detailed guide which can be used:

- a) by states in evaluating their own travel document issuance and handling processes;
- b) in capacity building efforts to assess a state's handling and issuance processes;
- c) in assessing the handling and issuance processes of states under consideration for visa-waiver eligibility; and
- d) by ICAO in its Aviation Audit Security programme to assess compliance with Annex 9 standard 3.8.

2.2 The guide will break down each of the elements in the travel document issuance and handling process and describe, including examples, what states could include in their processes to ensure increased security.

3. ACTION BY THE TAG/MRTD

3.1 The NTWG invite the TAG/MRTD to:

- a) recognize the importance of increasing the security of travel document issuance and handling; and
- b) approve the production of a guide for assessing security standards for handling and issuance of travel documents.

ATTACHMENT

(in progress)

The following subjects should be included in the detailed guide on passport handling and issuances processes:

1. New Passport design process
 - a. Using Doc 9303 document standards and document security features
 - b. Role of the issuing authority
 - c. Working with a government printer or private industry
2. Treatment of Blank Passports
 - a. Ordering
 - b. Storage at the printer, issuing offices and overseas posts
 - c. Delivery
 - d. Accounting
 - e. Numbering
3. Document Storage Standards
4. Application Process
 - a. Verification of identity and nationality
 - b. Verification of breeder documents
 - c. ID checking – guarantor, employer
 - d. Routing of work
 - e. System access control
 - f. Audit trails
5. Centralized and Decentralized Issuance
6. Personnel Issues (e.g. Security and Internal Fraud)
7. Building Security and Access Control
8. Lost and Stolen Passports

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