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Guide for Circulating Specimen Travel Documents

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Specimen distribution

- Why is it important?
- When to do it
- How to do it
- ICAO guidance





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Why is it important?

What Document 9303 says....

‘To maintain document security and integrity, periodic reviews and any resulting revisions of document design should be conducted’

‘It is recommended that a State launching a new design of MRTD inform all other States of the details of the new MRTD’.....



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Doc 9303

Machine Readable Travel Documents

Seventh Edition, 2015

Part 1: Introduction



Approved by the Secretary General and published under his authority

INTERNATIONAL CIVIL AVIATION ORGANIZATION



Key benefits

- Benefits for citizen
 - receiving State has prior knowledge and can facilitate border crossing of traveller
- Benefits receiving State
 - recognises document to facilitate border crossing
 - better able to identify false documents
 - has tool to conduct forensic analysis of false document



When to do it

- Before a new document design is launched
 - to give receiving State time to disseminate the information
- When any design is updated with new security features
 - this is equally important as the launch of a whole new design
- When a variant is released
 - sometimes not all types are updated on day 1
- When issuing process is changed
 - if output of new passport printer is different



How to do it

- Depends upon the nature of the change
- Generally by distribution of personalised specimens
- Information leaflet
- Can be by letter if only a minor change



Format

- Advisory letter is minimum
- Personalised specimen document is best practice
 - needs to be representative of process
 - guidance leaflet is desirable
 - address all variants (incl. diplomatic, ETDs,etc)
 - ePassport certificates if appropriate



Who should receive specimens?

- Every State or typical receiving States as appropriate
- Border authorities are primary target
- Reader manufacturers is good practice, especially if ePassport
- Reference database producers (PRADO, Edison, Keesing and Regula)



What should the receiving State do?

- Depends upon the size of the State
 - ensure Border Control authorities are aware at all points of entry
 - simple as send to one location
 - produce detailed guidance and share on intranet for multiple locations
 - inform police/after entry authorities
 - update automated border control templates



ICAO guidance document

FOCUS ON BEST PRACTICE Issue 1 March 2015

Guidance for Circulating Specimen Travel Documents

Introduction
In order to facilitate international travel it is essential that Member States issuing passports to distribute specimens to other countries. This should be done as widely as possible and to ensure it is important when issuing such specimens in a new passport or as a valid existing passport with new features.

The purpose of this guide is to help Member States to ensure a passport holder travels with the maximum number of specimens that can be carried in a passport, and to ensure that the passport is valid for the intended purpose. This means that a passport holder will be more easily identified because the biometric features are visible.

Identify falsified passports quickly
The guide sets out procedures to be followed in order to detect the presence of falsified specimens in a passport. It also provides information on how to identify falsified specimens in a passport.

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Aims

The aim of this process is to ensure that all Member States are aware that no Member State has introduced a new updated passport that is not in line with the ICAO standards and recommended practices. The location for the passport is to be used for each specimen, and to be able to identify the passport holder. However, where no passport is available, it is recommended that the passport be carried in a separate document, such as a new document that must be carried in a separate document.

Process

Passport specimens are generally distributed via diplomatic channels. The methods for acquiring this will vary from state to state. A great source for the list of countries to which specimens should be sent is ICAO Doc 9303. The list of countries can be found in ICAO Document 9303, Part 3, Specifications Concerning the Machine Readable Travel Documents, Chapter 2, Codes for Nationality, Place of Birth, Location of Issuing Authority and Other Purposes. The list can be used as a check list, although it should not be taken as an exhaustive list because in many cases dependencies, regions and new states within one country have been issuing specimens.

For some Member States the list can be accessed via the ICAO website. For other Member States the list can be accessed via the ICAO website. The list can be used as a check list, although it should not be taken as an exhaustive list because in many cases dependencies, regions and new states within one country have been issuing specimens.

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Specimens pack

It is useful to provide a pack of specimens to the security features of their own updated passport with the specimens. This pack can be an interim pack, a sample one-page booklet or a full passport. The pack should be carried in a separate document, such as a new document that must be carried in a separate document.

With the global introduction of e-passports, the exchange of the certificate required to obtain specimens from documents carried in a new document that must be carried in a separate document.

ICAO Public Key Directory (ICAO-PKD) is a list of public keys used to verify the specimens. The ICAO-PKD is a list of public keys used to verify the specimens. The ICAO-PKD is a list of public keys used to verify the specimens.

Minimum standard

A specimen, being issued, should be carried in a separate document, such as a new document that must be carried in a separate document.

When the new passport is issued, the copy should be carried in a separate document, such as a new document that must be carried in a separate document.

The accompanying letter should identify the specimen and the location of the specimen. The accompanying letter should identify the specimen and the location of the specimen.

Best practice

The number of specimens should be carried in a separate document, such as a new document that must be carried in a separate document.

The accompanying letter should identify the specimen and the location of the specimen. The accompanying letter should identify the specimen and the location of the specimen.

It is vital that specimens are representative
The number of specimens should be carried in a separate document, such as a new document that must be carried in a separate document.

The accompanying letter should identify the specimen and the location of the specimen. The accompanying letter should identify the specimen and the location of the specimen.



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Where can it be found?

The screenshot shows a web browser window displaying the ICAO website. The address bar shows the URL: D:\UserData\deanto\Documents\ICBWG\Specimens paper\Guides_aspx.mht. The browser tabs include 'Guides', 'Guides X', and 'Guides'. The website header features the ICAO logo and the text 'INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency'. A search bar is visible with the text 'Search this site...' and a search icon. The main navigation menu includes: About ICAO, Strategic Objectives, Aviation Development, Events, Publications, Training, Store, and Careers. The page content is titled 'ICAO > Security and Facilitation > MRTD > Guides'. On the left side, there is a sidebar menu with the following items: MRTD, MRTD Overview, Events, About Us, Document 9303, TRIP Glossary, Downloads, TRIP Magazine, 24 NOV 2015 Deadline, Assistance to States, TAG/TRIP, Contact Us, TRIP Partnership Community, Disclaimer, ICAO Public Key Directory (PKD), How to Participate, PKD Documents, PKD Download, and PKD MoU. The main content area is titled 'Guides' and lists several documents: 'ICAO-IHCHR Guide for Issuing Machine Readable Convention Travel Documents for Refugees and Stateless Persons ... English -- French -- Spanish -- Russian -- Portuguese', 'ICAO Guide Towards Better Practice in National Identification Management V.3', 'ICAO Guide for Assessing Security of Handling and Issuance of Travel Documents', 'ICAO MRTD Photo Guidelines', 'Collection of Best Practices For Acquisition of MRTD Goods and Services', and 'Guidance for Circulating Specimen Travel Documents'. On the right side, there is a sidebar with the text 'THIRD ICAO AIR TRANSPORT SYMPOSIUM ICAO HQ, MONTRÉAL 30-31 MARCH 2016'. The Windows taskbar at the bottom shows the time as 08:00 on 25/07/2016.



Who produced it?

- Produced by Infrastructure and Capacity Building Working Group (ICBWG) of ICAO
- Written by a team of experts from several countries representing States, ISO and industry



Iran ICAO TRIP Seminar (9 to 11 May 2016)

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