

***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	<div style="background-color: black; width: 100px; height: 20px; margin: 0 auto;"></div> (to be used throughout this form)	1.2 Previous Ref. (optional)
1.3 Issuing institution¹	European Parliament	1.4 For “Agencies” or “Other”, please specify:
1.5 Place of enrolment¹	Brussels	1.6 For “Other”, please specify:

2. Issuing information

2.1 Type of application¹	List of type of application	2.2 Please provide supporting documentation depending on the option chosen. For option b), provide proof that the current <i>laissez-passer</i> is no longer valid/usable <div style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></div> For option c), provide an explanation for the request <div style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></div> For option d), provide proof that the original has been lost or stolen <div style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></div>
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3. Category of Applicant

3.1 Applicant	Staff <input type="checkbox"/> Member of an institution <input checked="" type="checkbox"/>	
3.2 Special Applicant	<input type="checkbox"/>	a) Family member <input type="checkbox"/> (if so indicate the nature of the relationship to the original holder and include a copy of his/her application for a <i>laissez-passer</i> or his/her valid <i>laissez-passer</i>) ² :
	<input type="checkbox"/>	b) Official/other EU servant who does not meet the statutory conditions ³ <input type="checkbox"/>
	<input type="checkbox"/>	c) Seconded National Expert (SNE) <input type="checkbox"/>
	<input type="checkbox"/>	d) Junior Professional in Delegation (JPD)

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).

	<input type="checkbox"/>
	e) [REDACTED] <input type="checkbox"/>

3.3 Function/Role/Comments:
(For page 4 of the LP)

4. Duration of validity requested for the EU *laissez-passer*

a) 6 years <input type="checkbox"/> b) 12 months and 1 day ⁴ <input type="checkbox"/>	c) 12 months or less ⁵ <input type="checkbox"/> d) Other duration <input checked="" type="checkbox"/> For c) and d) Please indicate the end date [REDACTED]
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Please explain the duration requested:
End of legislature + 6 months for the visa

5. Applicant's biographical data⁶

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: ... [REDACTED]

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 ... [REDACTED], Head of Unit **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 : Delivery to MEP

READ and APPROVED

Done in,

DATE: [REDACTED]

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 contractor⁹ 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 <i>laissez-passer</i> to be delivered in the presence of the applicant (hand to hand delivery)?	Yes <input type="checkbox"/> (If Yes continue with 7.1)
	No <input type="checkbox"/> (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:
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7.1.4 Document to be presented for delivery (all documents listed must be produced)) Application form <input type="checkbox"/>) National passport <input type="checkbox"/>) Institution badge <input type="checkbox"/> (or, for family members, the proof specified in 3.2.a) <input type="checkbox"/> Other, if the applicant does not hold a national passport <input type="checkbox"/> (please provide details)
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7.1.5 Return of previous <i>laissez-passer</i> (compulsory if applicable)) Has the previous LP been returned? YES <input type="checkbox"/> NO <input type="checkbox"/>) Has the previous LP been cancelled in the system? YES <input type="checkbox"/> NO <input type="checkbox"/>) Has the previous LP been partially/ totally destroyed? YES <input type="checkbox"/> NO <input type="checkbox"/>) Has the partially destroyed LP been given back to the holder? YES <input type="checkbox"/> NO <input type="checkbox"/>) Was the partially destroyed LP given back for visa reasons? YES <input type="checkbox"/> NO <input type="checkbox"/>
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7.1.6 Delivery successful?	Yes <input type="checkbox"/> No <input type="checkbox"/> (<i>Continue with Part IV point 8</i>) Other comments:
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7.1.7 Has the applicant checked and confirmed the information in the <i>laissez-passer</i>?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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7.1.8 Delivery site / staff member's signature / official stamp:

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)

(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/Luxembourg/Frankfurt delivery site ___ / ___ / _____

8.3.2 Brussels/Luxembourg/Frankfurt delivery 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