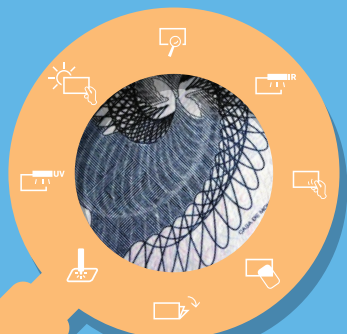




PASSPORT EXAMINATION
PROCEDURE MANUAL
SECOND EDITION JUNE 2016



International Organization for Migration (IOM)
African Capacity Building Centre



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IOM's Immigration & Border Management Division

Publications and Training Manuals

PEPM II – 264 pages – is currently available in, Arabic, Azeri, Burmese, English, French, Portuguese and Turkish. Additional language versions are upcoming. Electronic versions available in English and French.

THE PASSPORT EXAMINATION PROCEDURE MANUAL SECOND EDITION

As the United Nations' Migration Agency, IOM is increasingly called upon by States to assist in addressing complex border management challenges. IOM's Immigration and Border Management (IBM) Division has been established to offer expertise and support to government counterparts aspiring to strengthen their technical knowledge and institutional capacity in migration and border management. IOM's African Capacity Building Centre (ACBC) in Moshi/United Republic of Tanzania was created to further boost the Organization's efforts to enhance good migration and border management with a specific focus on the African continent.

IOM's ACBC and the IBM Division, building on rich internal border management expertise, jointly develop and deliver training courses for immigration officials – including Training of Trainers (ToT) programmes. Related dedicated training materials including manuals are regularly developed and updated.

PEPM II – WHAT'S NEW?

The 2nd edition of IOM's Passport Examination Procedure Manual, PEPM II, was finalized in 2016. This second edition of PEPM became necessary due to the fact that, over the last 10 years, more advanced security features and production methods for travel documents/passports have been developed. While these are now widely used, some older features and techniques that the first edition of PEPM (2007) focused on are no longer used or seen. Importantly, PEPM II now duly discusses new passport security features such as the machine readable zones (MRZ) and e-passports in line with the Standards and Recommended Practices set out in ICAO's Doc 9303.

PEPM II STRUCTURE:

Part I – Travel Document Production and Security Features (Chapters 1–9). Apart from an entirely new section on the production of security documents, PEPM II includes key topics such as the use of polymers; biometrically enabled documents with radio-frequency identification (RFID); international standards for passports, to name only a few.

Part II – Travel Document Examination (Chapters 10–12). This section constitutes a fully upgraded version of PEPM's first edition, which now includes a number of new, highly relevant topics: e-verification of documents; identity fraud; documents that are not genuine; passenger assessment; roles and responsibilities of first and secondline immigration officers.

Glossary – PEPM II contains a detailed glossary.

Upgrades – Given the increasing pace of change and ongoing innovation in the production of travel documents and their misuse, this second edition of PEPM has been designed in a way that facilitates regular updates. All constructive suggestions by the end users, partners, industry representatives, experts and other stakeholders are welcome!

OBJECTIVE AND TARGET GROUP

Immigration and border agents must have the capacity to intercept, examine and analyse fraudulent documents and identify identity fraud to be able to effectively address irregular migration, fight human trafficking and migrant smuggling, cross-border criminality including terrorism and other illegal activities. Up-to-date training programmes and manuals to inform officers working in this area have become indispensable. PEPM II has been designed to facilitate training, enabling structured training sessions covering both more theoretical (Part 1 – production of security documents) and more practical aspects (Part 2 – detection of fraudulent documents). PEPM II and accompanying IOM training is based on a participatory training methodology, encouraging interactive discussions and in-depth reflection to effectively help increasing the officers' capability and capacity to detect fraud and abuse most effectively.

Even though PEPM II has been designed to mainly assist first-line operational personnel in the process of identifying fraudulent documents, valuable additional information on the roles and responsibilities of second-line officers', and the use of specialized verification equipment to ascertain identity and travel documents' integrity is now included, such as info on e-verification with RFID. (IOM is currently working on a complementary training manual on secondary inspection procedures, which also covers border agencies' forensic capacity to produce technical reports for court proceedings).

For training, access to basic document examination equipment such as magnifying lenses (10x), ultra-violet lamps with white light and retroreflective viewers is strongly recommended. Links for free access to travel document sample databases are also provided.

In Part 2/Chapter 12, the Manual presents more generic examples; it is expected that the trainee/user has sufficient operational experience to be able to place the information received in the appropriate context.

Ideally, the manual should be used to support hands-on training of operational personnel by experienced security documents and detection fraud trainers. PEPM II can nevertheless also serve as a stand-alone manual for experienced practitioners.

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LEARNING PROCESS

Developing the content for this manual relied on a foundational principle: border officers should have a basic understanding of the production of genuine passports, as this kind of background knowledge will allow them to effectively detect and identify non-genuine passports and fraud.

For training purposes, it is recommended to use PEPM II in sequential order; this allows the participants to follow the production steps of a security document, which lays the basis for a subsequent professional and accurate analysis of fraudulent travel documents/passports.

Information on the proper use of verification equipment, such as magnifying lenses, is also included.

Knowledge checks at the end of each Chapter offer trainees/readers valuable feedback on their progress.

Training is delivered by IOM in-house or by external experienced document examiners/trainers.

HOW TO PURCHASE PEPM II?

Only competent government authorities, training centres, universities, forensic labs, law enforcement agencies and academies, UN sister agencies, etc. may purchase PEPM II. To order copies of PEPM II and organize dedicated training, please contact ACBC acbc2@iom.int, copy to: ibm@iom.int.

For further information, purchasing this publication or scheduling training sessions, please contact:

African Capacity Building Centre – ACBC2@iom.int