STANDARD OPERATING PROCEDURE

For Travel Document Examination and Verification

Designed for front line and secondary line officers examining travel documents at the border.

## IOM's Immigration and Border Governance (IBG) Division

The International Organization for Migration's (IOM) Immigration and Border Governance (IBG) Division supports Member States in enhancing their migration and border management capacities through the improvement of policy, operational systems, administrative and technical structures to effectively respond to migration challenges and ultimately facilitate safe, orderly and regular migration.

Fraudulent travel documents are often used for facilitating the smuggling of migrants, trafficking of people, mobility of terrorists, smuggling of drugs and weapons. Thus, strengthening the capacity of immigration and border management officials in detecting travel documents and identity frauds is essential to address irregular migration and transnational organized crime. Successful travel document examination is also an important stepping stone in providing reliable data necessary for trends analysis of the modus operandi used by illegal syndicates.

IOM'S APPROACH

IOM provides capacity building trainings and resources to immigration and border management officials of Member States to sustainably strengthen technical knowledge and operational capacity. In pursuit of this activity, the Document Examination Support Center (DESC) initiative, coordinated by IBG unit of IOM's Regional Office for Asia and the Pacific and supported by Government of Canada, developed a **Standard Operating Procedures (SOP) for Travel Document Examination and Verification** to support immigration officers examining travel documents at the border control points. The DESC initiative also draws on non-sensitive data collected from the Verifier Travel Document and Bearer (Verifier TD&B) to identify trends related to irregular migration and facilitates information exchange among DESC Participating Members through the Asian Network for Document Examination.

STANDARD OPERATING PROCEDURE (SOP) FOR TRAVEL DOCUMENT EXAMINATION AND VERIFICATION

Designed for front line and secondary line officers examining travel documents at the border

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IOM UN MIGRATION   Canada
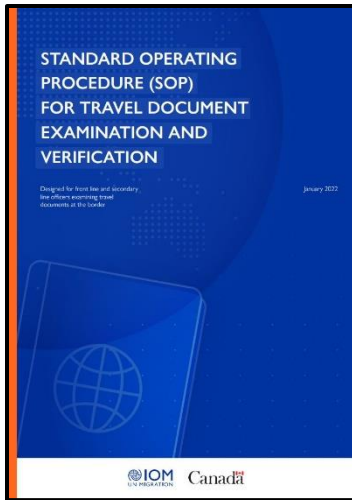
The SOP is designed for both front line and secondary line officers and provides guidelines to be taken throughout the process of travel document examination, including Assessment, Examination and Decision-Making processes. It outlines clear instructions of how front line and secondary line officers should examine security features of travel documents and provides pictures comparing genuine and fraudulent specimens of security features. It also provides reference tools and recommendation for decision-making process. Immigration officers can use the travel document examination notes proposed in the SOP to assist the examination procedure. This SOP is currently available in the following four languages: English, Bangla, Khmer and Thai.

PURPOSE

This SOP aims to support front line and secondary line immigration officers in examining travel documents at border control points through a sequence of steps provided in the document. Robust travel document examination contributes to enhanced border security.

SCOPE

This SOP is designed principally for passport examination; however, it can be applied for the examination of other type of travel documents, including visas and identity cards. It does not cover administrative or assessment functions.

KEY CONTENTS OF THE SOP

Required Skills, Knowledge and Equipment

- Front line officers
- Secondary line officers

Assessment

- Date of Expiry
- Preliminary Assessment

Examination

- Document Construction
- Visa Pages
- End Pages
- Biodata Pages
- Personal Data

Decision Making

- Relevant References
- Observation and Propositions