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STANDARD OPERATING PROCEDURES

For issuance of

Emergency Travel Document (ETD)

Directorate General Immigration & Passports
Govt. of Pakistan

Version – 1.0
Updated on January 29, 2016

Procedure for issuance of Emergency Travel Document (ETD)

Emergency Travel Documents (ETDs) are issued in the light of instructions/guidelines contained in Para 33 of Passport & Visa Manual 2006. However, as per Deportation Policy/SOPs issued by Ministry of Interior after detailed consultation with Ministry of Foreign Affairs, FIA, IMPASS & NADRA, the following procedures have been devised to be followed by IMPASS officials for issuance of Emergency Travel Document (ETD) to the persons intended to be deported to Pakistan:-

I. VERIFICATION OF IDENTITY DOCUMENT, TRAVEL DOCUMENT & NATIONAL STATUS:

A. Holders of Machine Readable Passports (MRPs):

i. After verification of NIC/CNIC and national status of the intending deportee by NADRA office located in a Pakistan Mission abroad, the IMPASS office in the said Pakistan Mission will verify the genuineness of the given MRP.

ii. The IMPASS officer Incharge shall track the record of MRP through Passport Tracking & Reporting System. He shall obtain the print of the record and will attach the same, duly attested and confirm/verify issuance of subject MRP.

iii. In case the IMPASS officer Incharge receives such request from some other Mission where MRP system is not installed or there is no IMPASS Office, he shall follow the same process and will inform the requesting Mission about the status of the said MRP alongwith attached print of tracking record.

B. Holders of Manual Passports:

i. In case a person holds a manual Pakistani passport issued by Pakistan Mission abroad, the Mission concerned shall contact the Passport Issuing Authority for verification/genuineness of subject manual passport.

ii. In case of persons who hold manual Pakistani passport issued from Pakistan, the IMPASS Officer Incharge shall refer the subject case to Director (Hqrs), Islamabad (Email: dirhq@dgip.gov.pk , Fax # **+9251 9107045**) for its verification / genuineness from the original Passport Issuing Authority in Pakistan.

II. ISSUANCE OF EMERGENCY TRAVEL DOCUMENT (ETD):

A. The Emergency Travel Documents are issued to the deportees after confirmation/verification of the following:-

(i) NIC/CNIC verified by NADRA (MANDATORY).

(ii) Manual Passport/MRP verified by IMPASS (IF APPLICABLE).

(iii) Verification of national status by the Special Branch of Police/Home Departments in case of un-availability of NIC/CNIC/Passport.

B. The ETD will only be issued in the following cases:-

(i) NIC/CNIC confirmed & MRP/Manual Passport confirmed	ETD will be issued.
(ii) NIC/CNIC confirmed & MRP/Manual Passport not confirmed	ETD will be issued.
(iii) NIC/CNIC & MRP/Manual passport not confirmed	ETD will not be issued.
(iv) CNIC or MRP/Manual passport not available	ETD will be issued subject to confirmation of national status by Ministry of Interior.

C. All the offices issuing ETD, shall maintain a register on the following format in a transition period till a platform is created by NADRA to generate automated ETDs/tracking number:-

S/No	ETD No.	Name	Father/ Husband Name	MRP/Manual Passport No. (If applicable)	Passport verified by (Ref No.)	CNIC Verified by (Ref No.)	National status verified by Special Branch/Home Department	Photograph

D. Passports of the deportees shall be retained by the IMPASS officer and will be sent through same flight carrying the deportees in a sealed box/envelop addressed to Incharge FIA Immigration of the respective Airport. The FIA Immigration authorities receiving such deportees will deal them as per their own SOPs.

E. Information regarding all ETDs issued will be conveyed to the following authorities under covering letter (Sample attached at **Annex-A**) within 24 hours of issuance of ETD:-

(i) Deputy Secretary (FIA), Ministry of Interior, Islamabad.
(ii) Assistant Director (BL Cell) IMPASS, Islamabad.

F. The SOP shall also be applicable to all Pakistan Missions where MRP system is not available.

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No._____

High Commission/Embassy/Consulate
General of Pakistan
Machine Readable Passport Section

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IMPASS Officer Incharge
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Dated:

To,

The Assistant Director (BL Cell),
Directorate General Immigration &
Passports (Headquarters),
ISLAMABAD.

SUBJECT: ISSUANCE OF EMERGENCY TRAVEL DOCUMENT FOR DEPORTATION OF PAKISTAN NATIONALS.

Dear Sir,

The Mission has issued Emergency Travel Document (ETD) to the following Pakistani nationals who are being deported to Pakistan:-

Sr. #	Name	Parentage	CNIC/Passport	ETD Serial #	Reason

2. Copies of Emergency Travel Documents(ETDs) issued in respect of the above mentioned individuals are attached with a request to place their names on Passport Control List (PCL) for future passport facilities as per rules.

Yours faithfully,

(_____)
IMPASS Officer Incharge

CC:

The Deputy Secretary (FIA), Ministry of Interior, Islamabad.