

**Passport Redevelopment Programme (IID50)
Personalisation Project**

Planning Phase Documentation:

**Travel Documentation Text
Recommendations Paper
Version 0.2**

Table of Contents

1	EXECUTIVE SUMMARY	5
1.1	Document Purpose	5
1.2	General principals	5
1.3	Standard Passport	5
1.4	Official and Diplomatic Passports	6
1.5	Emergency Travel Document.....	6
1.6	Certificate of Identity	6
1.7	Refugee Travel Document	7
2	DOCUMENT BACKGROUND	8
2.1	Document Purpose	8
2.2	Related documents	8
2.3	Terminology	8
2.4	Acronyms	9
3	GENERAL PRINCIPALS	10
3.1	ICAO guidelines	10
3.2	Following of international trends	10
3.3	Languages to be used	10
4	STANDARD PASSPORT	11
4.1	Front cover	11
4.2	Back cover	12
4.3	Front of Polycarbonate.....	12
4.4	Bio-data page.....	13
4.5	Declaration.....	14
4.6	Observations/Endorsements.....	16
4.7	Other information	17
4.8	Visa page headings	21
4.9	Emergency contact details	21
5	OFFICIAL AND DIPLOMATIC PASSPORT	22
5.1	Front cover.....	22
5.2	Page headings	22
6	EMERGENCY TRAVEL DOCUMENT	23
6.1	Front cover.....	23
6.2	Front of polycarbonate	23
6.3	Important information	23
7	TRAVEL DOCUMENTS FOR NON NEW ZEALAND CITIZENS.....	25
7.1	Introduction	25
7.2	Front cover.....	25
7.3	Back cover	26
7.4	Front of polycarbonate	26
7.5	Bio-data page.....	26
7.6	Declaration - COI	27
7.7	Declaration - ROI	28
7.8	Observations/Endorsements.....	29
7.9	Other information	30
7.10	Visa pages.....	33
7.11	Emergency contact details.....	33
	APPENDIX A: DECLARATIONS	34
	APPENDIX B: OTHER INFORMATION.....	35

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

1 Executive summary

1.1 Document Purpose

The purpose of this document is to propose the text elements to be included in the revamped New Zealand travel documents. This recommendations paper should be read in conjunction with the Order of Content Recommendations paper¹.

1.2 General principals

The recommendations in this paper are based on the following principals:

- the text used in New Zealand's travel documents will follow international trends unless a valid reason exists not to;
- New Zealand's two official written languages (English and Māori) will be used for the passports and Emergency Travel Document; and
- the internationally recognised languages of English and French will be used in the Certificate of Identity and the Refugee Travel Document.

1.3 Standard Passport

The table below notes where wording changes are proposed for the standard passport:

Content	Proposed wording change
Front cover headings	Inclusion of Māori translation
Declaration	Yes
Front of polycarbonate	Yes
Bio-data page	No
Observations headings and holders signature	Yes and inclusion of Māori translation
Important information	Yes
Visas headings	Inclusion of Māori translation
Emergency contact page	New content
Back cover	No

¹ DMS 128730DB

1.4 Official and Diplomatic Passports

It is DIA's policy that the text within the Official and Diplomatic passports is the same, and will remain the same, as that used within the standard New Zealand passport, except for the differences noted below:

- front cover to include either "Official" or "Diplomatic" prior to the word "Passport"; and
- all page headers to be preceded by the text "Official Passport" or "Diplomatic Passport".

All proposed changes to the standard passport should be applied to the Official and Diplomatic passport, bearing in mind the differences noted above.

1.5 Emergency Travel Document

It is DIA's policy that the text within the Emergency Travel Document (ETD) is the same, and will remain the same, as that used in the standard New Zealand passport, except for the difference noted below:

- in all locations replace the word "Passport" with either "Emergency Travel Document" or "travel document" as appropriate; and
- as there is no polycarbonate in an ETD, the wording relating to the treatment of an e-Passport is irrelevant.

All proposed changes to the standard passport should be applied to the ETD, bearing in mind the differences noted above.

1.6 Certificate of Identity

The table below notes where wording changes are proposed in the Certificate of Identity:

Content	Proposed wording change
Front cover headings	Inclusion of French translation
Declaration	Inclusion of French translation
Front of polycarbonate	Yes
Bio-data page	No
Observations headings and holders signature	Yes, and inclusion of French translation
Important information	Yes, and inclusion of French translation
Visas headings	No
Emergency contact page	New content
Back cover	No

1.7 Refugee Travel Document

The table below notes where wording changes are proposed for the Refugee Travel Document:

Content	Proposed wording change
Front cover headings	Inclusion of French translation
Declaration	Inclusion of French translation
Front of polycarbonate	Yes
Bio-data page	No
Observations headings and holders signature	Yes, and inclusion of French translation
Important information	Yes, and inclusion of French translation
Visas headings	No
Emergency contact page	New content
Back cover	No

2 Document Background

2.1 Document Purpose

The purpose of this document is to propose the text elements to be used within the revamped New Zealand travel documents.

Released under the Official Information Act 1982

Out of scope

2.3 Terminology

The following terminology is used throughout this document.

Term	Definition
Bio-data page	Page in the passport showing both the personal information regarding the holder and the document-related information as standardised by ICAO.
Declaration	This is a statement included within the passport on behalf of the issuing authority, which identify the holder as a national of the issuing state and requests that the holder be permitted to enter and pass through other countries.
ICAO	International Civil Aviation Organisation, the organisation that coordinates and publishes the guidelines to be applied in relation to travel documents.

Released under the Official Information Act 1982

Out of scope

Terminology, continued

Term	Definition
------	------------



Observations	Also referred to as endorsements. These are additional statements relating to the travel document and/or the holder. For example where the holder is wearing a headdress in the bio-data image. This would be included as an observation to indicate to border control that this is the holder's normal mode of dress.
--------------	--

2.4 Acronyms

The following acronyms are used through this document.

Acronym	Definition
COI	Certificate of Identity
DIA	Department of Internal Affairs
ETD	Emergency Travel Document
ICAO	International Civil Aviation Organisation
RTD	Refugee Travel Document

3 General principals

3.1 ICAO guidelines

ICAO Document 9303, Machine Readable Travel Documents, Part 1, section IV, paragraphs 8.3 and 8.4, notes the following points:

- entered date in the [visual inspection zone] to appear in Latin-alphabet characters and Arabic numerals;
- translate the entered data into at least one of English, French or Spanish;
- captions shall be used to identify all fields for mandatory date elements in the [visual inspection zone];
- [captions] may be in the language of the issuing State or working language of the issuing organisation; and
- if the language of the issuing State or working language of the issuing organisation used for captions is other than English, French or Spanish one of these languages shall also be used, and the translation of the caption should be presented in italics.

Other than the above guidelines for the bio-data page, ICAO gives no other guidance on the languages or text to be used elsewhere within a passport.

3.2 Following of international trends

Analysis of other country's travel documents held by the Personalisation Project team has identified a number of international trends with regards to the text used for various sections within travel documents.

Where appropriate the text used in New Zealand's travel documents should follow international trends unless a valid reason exists not to.

3.3 Languages to be used

New Zealand has two official written languages, English and Māori. Those travel documents that are provided to New Zealand citizens should reflect New Zealand's national identity. The inclusion of both official written languages will reflect this national identity. Māori text should be presented in italics.

Neither the COI nor the RTD documents are provided to New Zealand citizens. The COI is a travel document issued to a person who is unable to obtain a passport of his or her own nationality. COIs are not usually issued to people whose governments are represented in New Zealand or Australia. The RTD is a document issued to a person who has written confirmation of their refugee status from the New Zealand Immigration Service (NZIS).

The nature of these documents impacts on the languages to be used. As English and French are the recognised languages of international travel documents, both English and French should be included within the COI and RTD. French translations should be presented in italics. As these documents are not issued to New Zealand citizens the inclusion of Māori would be inappropriate.

4 Standard Passport

4.1 Front cover

4.1.1 Current New Zealand text

The New Zealand standard passport (EA series) shows the following on the front cover:

- New Zealand
- Coat of arms image
- Passport
- ICAO e-Passport icon

The text is displayed:

- in capital letters;
- is centred on the cover; and
- in English only.

4.1.2 Other countries

A review of other countries' passports shows most include, at a minimum, the following text on their front cover:

- country of issue
- a coat of arms or similar icon of the country of issue
- the word "passport"
- the ICAO e-Passport icon, if appropriate

Where the national language of the issuing country is not English or French, the above text is generally shown in the issuing countries' national language and English. The one exemption to this is the Swedish passport where the text is displayed in Swedish only.

For countries belonging to the European Union, in addition to the text on the front cover, the country's name, the passport type and the words "European Union" are shown on the first inside page, in up to 23 languages².

² The number of languages shown appears to be related to the number of countries belonging to the EU at the time the issuing countries passport was first issued.

4.1.3 Considerations

Consideration should be given to the inclusion of Māori text onto the front cover of the New Zealand standard passport.

Inclusion of Māori text would align the New Zealand passport with other countries in the use of national languages and English on the passport cover.

The cover of the New Zealand standard passport contains enough free space for the inclusion of Māori text.

4.1.4 Proposed text

It is proposed that the text of the front cover of the standard passport be changed to the following:

- New Zealand
- Aotearoa
- Coat of arms image
- Passport
- Uruwhenua
- e-Passport ICAO icon

Out of scope

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

5 OFFICIAL AND DIPLOMATIC PASSPORT

It is DIA's policy that the text within the Official and Diplomatic Passports should be the same as that used in the standard New Zealand passport, except for the differences noted below.

5.1 Front cover

5.1.1 Official Passport

The front cover needs to be named "Official Passport" rather than "Passport". The Māori translation should also be included.

5.1.2 Diplomatic Passport

The front cover needs to be named "Diplomatic Passport" rather than "Passport". The Māori translation should also be included.

Out of scope

6 Emergency Travel Document

It is DIA's policy that the text within the Emergency Travel Document (ETD) should be the same as that used in the standard New Zealand passport, except for the differences noted below.

6.1 Front cover

The front cover should to be titled "Emergency Travel Document" rather than "Passport". The Māori translation should also be included, that is "Tuhinga Ohorere".

Out of scope

Out of scope

Released under the Official Information Act 1982

7 TRAVEL DOCUMENTS FOR NON NEW ZEALAND CITIZENS

7.1 Introduction

There are two travel documents issued by DIA to non New Zealand citizens, namely:

1. Certificate of Identity (COI); and
2. Refugee Travel Document (RTD).

While these documents are issued to two distinct groups of people and this impacts on the languages and wording used within the two documents, there are a number of similarities and therefore the sections below relate to both the COI and the RTD as the issues raised affect both documents.

7.1.1 Other countries

Unlike the standard passport, the Personalisation Project Team only has the Australian COI and RTD with which to make comparisons. Comparisons to the Australian COI/RTD are made in the following sections, where appropriate.

7.2 Front cover

7.2.1 Current New Zealand text

The New Zealand COI (EC series) shows the following on the front cover:

- New Zealand
- Certificate of Identity
- e-Passport ICAO icon

The New Zealand RTD (ER series) shows the following on the front cover:

- double strip in top left hand cover
- New Zealand
- Travel Document
- (Convention of 28 July 1951)
- e-Passport ICAO icon

In both documents the text is displayed:

- in capital letters;
- is centred on the cover; and
- in English only.

7.2.2 Australian text

The Australian COI has the following text on its front cover:

- Australian coat of arms
- Certificate of Identity

The Australian RTD has the following text on its front cover:

- double strip in top left hand cover
- Travel Document
- (Convention of 28 July 1951)
- Titre de Voyage
- (Convention du 28 Juillet 1951)
- Australia

7.2.3 Considerations

The text currently displayed on the New Zealand COI/RTD covers are consistent with that displayed by Australia, other than the inclusion of a French translation on the RTD.

7.2.4 Proposed text

It is proposed that the text on the front cover of the New Zealand COI and the RTD remain unchanged, other than the inclusion of a French translation.

Out of scope

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982

Out of scope

Released under the Official Information Act 1982