



# United Nations Humanitarian Air Services



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*A United Nations Common Air Service for Humanitarian and Development Agencies and their implementing partners*

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To: All UNHAS CLIENTS  
Dated: 25 November 2014  
Sub: REMINDER FOR AGENCY VALID ID (CIRCULAR 0171)

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## **MESSAGE ON BEHALF OF CARLOS BOTTA, CHIEF AIR TRANSPORT OFFICER, WFP/ UNHAS**

**Dear Members of the UNHAS User Community:** *(this message is in bcc to all)*

In our continuous endeavor for enhancing UNHAS security standards, please be advised that:

- Tazkera is no longer accepted as valid photo Id document, due to old pictures that no longer match the facial features of the bearer.
- In case of non-agency staff, staff with expired ID card, new staff member, visitors, approved mahram, field staff with expired ID card, etc., a letter of introduction is mandatory with a current picture attached, stamped and approved in advance by UNHAS management which has to be presented by the passenger at the counter at the time of check-in for the flight.
  - An expired ID card is not accepted in any circumstances, as it indicates that the bearer may be no longer staff member.
  - Please be advised that the picture has to be current for the purpose of matching the picture with the passenger.
  - Please be also advised that ID cards printed in a simple piece of paper WILL NOT BE ACCEPTED. Only valid and laminated (interlocking with plastic coated) ID card can be presented.

### **Note of clarification:**

Any non-agency staff (consultants, staff dependent as a mahram (chaperon) and/or any other staff on short term contract or mission), booked and sponsored by UN Agencies, NGOs, Donor, Embassies, must have a letter of introduction signed by the head of his/her agency with a clear and visible CURRENT photo attached and stamped on the letter, confirming that the agency sponsors/guarantees, in terms of liability, security and responsibility.

In the event of no picture attached to the letter, a scanned copy of a valid passport can be submitted along with the letter of introduction which substitute the picture, however both, the letter and the copy of the scanned passport have to be sent at the same time for UNHAS Management approval prior to the travel date. Only after the approval from UNHAS Management, the passenger must present the approved copy of the letter at the check-in counter (without the approved letter, the passenger will be denied boarding).

Noncompliance with the above regulation, will result in the passenger/s being considered as "no show" for the flight and loose in totality flight charges paid thereof.

For any further information, please do not hesitate to contact us. Thanking you for your understanding and support.

**Regards,  
UNHAS Management**

### **ADDRESS:**

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**UNHAS KAIA Compound at Kabul International Airport**

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