



JULY 2023



# DATA FIELDS & PHOTOGRAPH REQUREMENTS GUDE

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**INTRODUCTION** | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE

# **NTRODUCTION**



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# **1. INTRODUCTION**

This guide has been prepared by the Accreditation team at Paris 2024 to provide details of the personal information required for each accreditation applicant, including the data formats, identity document requirements and photograph specifications.

Responsible Organisations, as identified by the International Olympic Committee (IOC), International Paralympic Committee (IPC), or Paris 2024, must submit their accreditation applications electronically through the Paris 2024 Games Management System (GMS). This document outlines the necessary data that Responsible Organisations are required to collect for the applications of members of their delegation or workforce who may require accreditation for the Games.

Applications for accreditation should be submitted for all potential applicants who are still under consideration to participate in the Games at the time of the respective accreditation deadline. In principle, applications for accreditation will not be accepted after this deadline. However, Responsible Organisations will generally be permitted to submit a long list of applications and subsequently

cancel applications after the deadline once they are identified as not participating in the Games.

The details in this document are correct as of July 2023 and they remain subject to change. The final requirements will be outlined in the Paris 2024 Accreditation Manuals that will be published at the launch of the application period for each stakeholder group.

Responsible Organisations are encouraged to contact the Accreditation team through the provided email addresses for any further questions.

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**DATA FIELDS** | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE

# DATA FIZDS





# 2. DATA FIELDS

The Data Fields table below lists the personal information that will be required for all applicants. Application forms will contain additional role-specific fields dependant on the accreditation category. For example, the 'Discipline' field will be a required field for Athletes. Details of any role-specific fields will be communicated in the respective Accreditation Manual for that population.

The 'Mandatory or Optional' column indicates whether a field is mandatory for submission of an application or is optional. Where there is an asterisk (\*) then please note further details in the 'Additional Information' column. Optional fields must be left blank in the application form if not applicable. Do not enter 'same as above', 'idem', 'not applicable', 'n/a', etc.

Field name	Mandatory or optional	Format	Maximum character length	<b>Additional information</b>	Population
Organisation	Mandatory	CODE	-		All
Function	Mandatory	CODE	_		All
Organisation reference number	Optional	A	20	This field can be populated with a reference number for the applicant from the organisation's database (e.g. employee or payroll number).	All
Family name(s)	Mandatory	В	40	Exactly as stated in the visual inspection zone of the identity document that will be used for the Accreditation collection or validation.	All



The 'Format' column either displays a letter or the word 'CODE'. The letters A to F refer to a set of acceptable characters and formats. The 'CODE' refers to a defined list specific to that field. These codes sets can be found in the Appendix of this document.

The final column 'Population' indicates for which groups that data field is relevant for.



Field name	Mandatory or optional	Format	Maximum character length	<b>Additional information</b>	Population
Given name	Mandatory	В	25	<ul> <li>Exactly as stated in the visual inspection zone of the identity document that will be used for the Accreditation collection or validation.</li> <li>Where a given name includes a hyphen (e.g. Anne-Marie), then the full name should be entered, including the hyphen character. For participants with multiple given names, only the first name should be included in this field, with all other names in the middle/other given name(s) field.</li> </ul>	All
Middle / Other given names(s)	Optional*	В	25	Exactly as stated on the identity document in the visual inspection zone. * Mandatory for participants that both require visa assistance and who have a middle name or additional given names.	All
Family name at birth	Optional*	В	40	Exactly as stated in the visual inspection zone of the identity document that will be used for the Accreditation collection or validation. *Mandatory for participants who had a different family name at birth.	All
Preferred family name	Optional	В	25	To be entered if the applicant wishes to be known by a name other than the one stated on their identity document. These fields will be automatically populated with the Family name and Given name if left empty.	Games Family, excl. Athletes
Preferred given name	Optional	В	25	To be entered if the applicant wishes to be known by a name other than the one stated on their identity document. These fields will be automatically populated with the Family name and Given name if left empty.	Games Family, excl. Athletes



Field name	Mandatory or optional	Format		
IF family name	Mandatory	В	25	
IF given name	Mandatory	В	25	
Nationality	Mandatory	CODE	_	
Date of birth	Mandatory	DATE	-	
Gender	Mandatory	CODE	_	
Country of birth	Mandatory	CODE	_	
Place of birth	Mandatory	С	50	
Department of birth	Mandatory*	CODE	-	

\*



<b>Additional information</b>	Population
For Athletes this should be the same exact name as the one used for international competition – all athlete names must match the respective International Federation's database.	Athletes only
For Athletes this should be the same exact name as the one used for international competition – all athlete names must match the respective International Federation's database.	Athletes only
Exactly as stated on the identity document.	All
Exactly as stated on the identity document.	All
Exactly as stated on the identity document.	All
	All
	All
Mandatory only for participants where the 'Country of birth' is France.	All



Field name	Mandatory or optional	Format	Maximum character length	<b>Additional information</b>	Population
Visa assistance declaration	Mandatory	Yes, visa assistance is required / No, visa assistance is not required	_	*If Yes, the Paris 2024 Accreditation team will assist the participant to issue the visa, and the fields for visa applicants will be visible and mandatory	Games Family
Document type	Mandatory	CODE	-	Refer to section below for acceptable forms of identification document.	All
Document number	Mandatory	G	20	Exactly as stated on the identity document that will be used during the validation of the Accreditation.	
Travel document type	Mandatory (visa applicants)	CODE	_	- Refer to the Appendix for acceptable forms of travel document	
Travel document date of expiry	Mandatory (visa applicants)	DATE	_	For visa requests the travel document has to be valid until 08/01/2025	Games Family – Visa applicants
Travel document date of issue	Mandatory (visa applicants)	DATE	_		Games Family – Visa applicants
Travel document country of issue	Mandatory (visa applicants)	CODE	-	The country of the government/agency that issued the passport – in most cases this will be the same as the applicant's nationality even if the document was issued at an embassy, consulate or high commission.	Games Family – Visa applicants





Field name	Mandatory or optional	Format	Maximum character length	<b>Additional information</b>	Population
Status (Refugee, stateless)	Mandatory (visa applicants)	CODE	-		Games Family – Visa applicants
Have you been issued a Schengen visa in the last 5 years?	Mandatory (visa applicants)	YES/NO	_		Games Family – Visa applicants
Date fingerprints were taken (if known)	Optional* (visa applicants)	DATE	_	*Field is only requested when the participant has been issued a Schengen visa in the last 5 years	Games Family – Visa applicants
Most recent biometric visa number	Mandatory * (visa applicants)	D	12	*Mandatory only when the participant has been issued a Schengen visa in the last 5 years	Games Family – Visa applicants
Previous visa valid from	Mandatory * (visa applicants)	DATE	_		Games Family – Visa applicants
Previous visa valid until	Mandatory * (visa applicants)	DATE	_		Games Family – Visa applicants





Field name	Mandatory or optional	Format	Maximum character length	<b>Additional information</b>	Population
Marital status	Mandatory * (visa applicants)	CODE	-		Games Family – Visa applicants
Marital status – other	Mandatory * (visa applicants)	В	50	*Mandatory only if response to Marital Status is 'Other'	Games Family – Visa applicants
Residential address	Mandatory * (visa applicants)	E	50		Games Family – Visa applicants
<b>Residential city</b>	Mandatory * (visa applicants)	E	50		Games Family – Visa applicants
Residential country or territory	Mandatory * (visa applicants)	CODE	-		Games Family – Visa applicants
Participant email address	Optional	F	70		All
Wheelchair user	Mandatory	CODE	-		All
Transferable wheelchair user	Mandatory *	YES/NO	_	*If wheelchair user YES	All







# Document Uploads

Upload type	<b>Additional information</b>	Population
Copy of travel document	The following pages of the travel document are required, in PDF format, either as one field with three pages, or three separate files: - front cover - personal details pages, and - the page that contains the last Schengen visa It is recommended naming the document as COUNTRYCODE+NUMBER.PDF Country codes can be found in the appendix. Example: FR283797.PDF Each attachment must not exceed the size of 2MB; the total must not exceed 6MB.	Games Family – Visa applicants
Visa form for minors or participants under legal guardianship	Parental/Legal guardian consent for visa request Mandatory for participants who have not reached the age of 18 on 15 January 2024 (i.e. born after 15 January 2006) The attachment must not exceed the size of 2MB; the total must not exceed 6MB, including the copy of travel document.	Games Family – Visa applicants
Photograph	Please refer to the Photograph requirements section	All





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ACCEPTABLE CHARACTERS AND REQUIRED FORMATS | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE





# **3. ACCEPTABLE CHARACTERS AND REQUIRED FORMATS**

The values in the 'Format' column of the Data Fields table are explained here. The letters A to G refer to a set of acceptable characters which are outlined in the table below.

Character(s)	A	В	С	D	E
Latin characters A-Z (without accents) (note 1)	Yes	Yes	Yes	Yes	Yes
Diacritic (accented) Latin characters (notes 1, 2 and 3)	Yes	Yes	No	No	No
Numbers 0-9	Yes	No	No	Yes	Yes
Apostrophe (')	Yes	Yes	Yes	No	Yes
Hyphen (-)	Yes	Yes	Yes	No	Yes
Space ( )	Yes	Yes	Yes	No	Yes
Full stop / Period (.)	Yes	Yes	Yes	No	Yes
Plus (+)	Yes	No	No	No	No
Brackets ( ( ) )	Yes	No	No	No	No
At symbol (@)	Yes	No	No	No	No



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F	G
Yes	Yes
No	No
Yes	Yes
Yes	No
Yes	No
No	No
Yes	No
No	No
No	No
Yes	No

## → Notes:

Both upper case and lower case Latin characters can be used when submitting applications for accreditation as the system will convert lower case characters to upper case where this is required.

The following diacritic (accented) characters have been checked and confirmed to be accepted by the accreditation system: ÁÀÂÄÂÅÆÇÐÉÈÊËÍÌÎÏÏÑÓÒÔÖÔØŒßÞÚÙÛÜÝŸ

Diacritic (accented) characters will be transliterated (converted) automatically to the equivalent nondiacritic Latin character upon submission of the application form. This is expected system behaviour so there is no need to contact us. The name printed onto the Accreditation Card will be generated before this conversion – i.e. the name printed onto the Accreditation Card will contain the diacritic (accented) characters.

Where the 'Format' column of the table indicates CODE or DATE, the required format depends on whether the application is being submitted using the single online application form, or in bulk using the Microsoft Excel template that will be provided.





# **Application method Online application form** Bulk import template

Code	Date
A drop-list is shown from which the appropriate value must be selected. Refer to the Appendix of this document for the list of options for these fields. The option(s) for the 'Organisation' and 'Function' fields will be provided to each organisation separately.	Select the required date using the calendar tool available at the right side of the field box; or type/paste the date into the field in the format DDMMYYYY (without spaces, slashes or dashes).
Refer to the Appendix of this document which lists the available options for these fields, and the CODE to be used within the bulk import template. The option(s) and CODEs for the 'Organisation' and 'Function' fields will be provided to each organisation separately.	The acceptable date formats are: DD/MM/ YYYY, MM/DD/YYYY and YYYY-MM-DD. During the import process the appropriate date format must be selected to allow the import to proceed. It is crucial to use the same date format for all DATE fields, for all applicants contained within the bulk import template file.





**IDENTITY DOCUMENTS** | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE





# 4. IDENTITY DOCUMENTS

For each accreditation application the details of the applicant's identity document must be submitted. The table below lists the acceptable forms of identity document according to the applicant's nationality. These forms of identification are the only ones that can be used for the Paris 2024 Accreditation process.

# Drivers Licence

Driving licences are not an accepted identification document for any nationality.

CODE	IDENTITY DOCUMENT TYPE	FRENCH NATIONALS	EU / SCHENGEN NATIONALS	ALL OTHER COUNTRIES
FNC	FRENCH NATIONAL IDENTITY CARD	YES	-	-
RCA	FRENCH RESIDENCE PERMIT	-	_	YES
YRC	FRENCH 10-YEAR RESIDENT CARD	-	-	YES
EUR	NATIONAL IDENTITY CARD	-	YES	-
PAS	PASSPORT	YES	YES	YES





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# → Identity document visual zone

The names entered into the accreditation application form must match the information that appears in the Visual Inspection Zone (VIZ) of the identity documents, as per the examples below:





PASSPORT NO.							
MES							
ITY							
BIRTH							
PLACE OF	BIRTH						
SSUE	AUTHORITY						
XPIRY	SIGNATURE						
	·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>						

# → Document Validity

When collecting their Accreditation Card at Games Time, each applicant will need to present personally the same identity document that was used in their application for accreditation. All documents must be valid at the time of application and accreditation collection. If the document used in the application for accreditation is renewed or replaced between application submission and the Games, the updated information should be provided to the Paris 2024 Accreditation Team so that the Accreditation system can be updated.

For non Schengen citizens the passport should be valid until 08/01/2025, except if the person has a valid Schengen Resident permit.

# Identity document requirements for minors

There are no identity document exceptions for minors – each individual applicant is required to use one of the acceptable forms of identity document for their nationality in the application for accreditation, and to present that document upon collection of their Accreditation Card.  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ . . . . . . . • • • • • • • • • • • • •  $\bullet \bullet \bullet \bullet \bullet \bullet$ . . . . . . . • • • • • • • • • • • • • • • • • •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ • • . . . . 18 • • • • • . . . .  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ . . . . . . . .





**5.1 General** 



# REURIANS

- 5.2 Individual application
- 5.3 Bulk upload application
- **5.4 Specific requirements**
- **5.5 Examples of photos**





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# **5. PHOTOGRAPH** REQUIREMENTS

An essential part of the accreditation application is a photograph of the applicant. Failure to comply with the specificities required by Paris 2024 will delay the delivery of your accreditation. Please follow all the instructions below to ensure that your photograph is suitable the first time.

Each person will be required to submit a recent digital photographs (less than 6 months old) when applying for accreditation for the Olympic and Paralympic Games Paris 2024. This photograph will be printed on the accreditation card. It will also serve as a reference for the control procedures when accessing the competition venues and other secure venues of the Games.

For eligible persons in the Olympic or Paralympic Family categories who will receive a Pre Valid Card (PVC), applications for accreditation must include a passport-style photograph in accordance with the instructions below.

For all other persons, accreditation will only be issued once the photograph has been accepted by the Paris 2024 Accreditation team. Photographs must meet the minimum requirements below.

The photo must comply with the following 4 elements:

- (examples below)
- It is in JPEG (.jpg or .jpeg), Portable Format (Heif) or Bitmap format (.Bmp).
- and 1 Mb)
- It must be at least 480 pixels wide and 600 pixels high. (ratio width / height of 4x5).

Please refer to the Appendix to see the examples of photos and more details on the Accreditation Applications Photographs Guide



It shows the participant in portrait orientation

Network Graphics (.png), High Efficiency Image

It has a maximum size of 2 MB (Megabyte). (Recommended size is between 500 Kb (Kilobyte)

# **5.1 GENERAL**

The quality of a photograph taken with the camera from a smartphone, a basic digital camera or a webcam is sufficient if the applicant is close enough to the camera so that the photo does not need to be significantly cropped.

The applicant's face must take up between 70 and 80% of the photograph (only the head and the top of the shoulders must appear).

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# **5.2 INDIVIDUAL APPLICATION**

When an application is made individually, the original photograph does not need to be resized in height/width. The system offers a feature to crop the photograph before saving the application form.

The pixel dimensions of the original photograph file must, however, be large enough to ensure that the photograph attached to the application is larger than 480 pixels (width) and 600 pixels (height) after cropping.

The photo must meet the following three criteria:

- It shows the participant in portrait orientation (example below)
- It is in JPEG (.jpg or .jpeg), High Efficiency Image Format (.heif), Portable Network Graphics (.png) or Bitmap (.Bmp) format
- It has a maximum size of 2MB (Megabyte) (Recommended size between 500KB (Kilobyte) and 1MB)

#### **5.3 BULK UPLOAD APPLICATION 5.4 SPECIFIC REQUIREMENTS**

When photos are imported at the same time with the data via a bulk upload process, the organisation managers must prepare the photos before importing them.

- It shows the participant in portrait orientation (example below)
- It is in JPEG (.jpg or .jpeg), Portable Network Graphics (.png), High Efficiency Image Format (.heif) or Bitmap (.bmp) format
- It has a maximum size of 2MB (Recommended size between 500KB and 1MB)
- It must be at least 480 pixels wide and 600 pixels high. (Width to height ratio of 4x5).

characters. Paris 2024 recommends naming the photo as LASTNAME\_FIRSTNAME.JPG.

DELATTREDETASSIGNY\_JEAN-JOSEPH.JPG



- The photo must meet the following four criteria:

- The bulk photo upload process will be explained in the system guide. The naming of the photos must follow certain rules: no spaces and no special
- Example: De Lattre De Tassigny Jean-Joseph

All examples are given below of this guide.

# **→** Expression: the applicant must:

- Face forward, looking straight into the camera without tilting their head
- Have a neutral facial expression and mouth closed
- Be the only person in the photo and remain in the centre of the photo
- Keep both eyes open and clearly visible (red eyes are prohibited in photos)
- Consider tying long hair back; hair must not cover the applicant's eyes
- Not wear coloured contact lenses
- The face must be fully visible; scarves or other clothing and accessories must not hide the chin.

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# → Style and brightness: the photograph must:

- Be a recent photograph of the applicant; it must have been taken within the last six months
- Have a plain white or light-coloured background
- Be in colour, not black and white
- Be taken in even light, with no shadows on the applicant's face or eyes, and exposing the skin tone naturally
- Not be overexposed or underexposed
- Not have the reflection of the camera flash on the applicant's face or on their eyeglasses
- Not be a selfie. Most cell phone cameras reverse left and right (mirror effect) when the front camera is used to take pictures.

# Photograph quality: the photo must:

- Be sharp and clear
- Not be modified or altered digitally in any way for the purpose of enhancing the applicant's appearance (including use of filters, adjustment or removal of the background, adjustment of brightness or contrast, etc.)
- Not be squashed or stretched in such a way that the dimensions of the face are distorted
- Not be wrinkled or damaged (when you scan or photograph an existing photo). The final photo must be cropped and meet all other criteria.

# → Eyeglasses and headgear:

The applicant must not wear a hat, a headband, anoversized hair accessory,



Be in high resolution (must not be pixelated)

a wig, or any other headgear, except for religious or medical reasons.

- If the applicant wears headgear for religious reasons, it must not hide the face. Facial features from the top of the forehead to the bottom of the chin and the sides of the face must be clearly visible.
- If the applicant wears eyeglasses, they may keep them on in the photograph, but their eyes must be clearly visible. The eyeglass frame must not obscure the eyes, even partially, and there must be no glare or shine on the lenses or the frame in the photo. Avoid frames that are too thick.
- Sunglasses or tinted glasses are prohibited.
- Applicants whose eyes or part of their face are covered by bandages for medical reasons may have their photo taken with these bandages if these also appear on the passport photograph.

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# 5.6 EXAMPLES OF PHOTOS



The applicant must have a neutral facial expression, mouth closed without smiling



The applicant must look straight into the camera





The photo background must be white or light-coloured and even

The photo must be in colour



#### PHOTOGRAPH REQUIREMENTS | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE



The applicant must face forward, not side-on





The applicant must be the only person in the photo





The applicant's face must take up between 70 and 80% of the photo



Hair must be pulled back from face



The applicant's face must not be covered by a mask or any other item



The applicant must not be wearing tinted or dark glasses. Lenses must be clear with no glare and not conceal the eyes



#### PHOTOGRAPH REQUIREMENTS | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE



The applicant must not wear accessories covering their eyes (sunglasses)



The applicant must not wear headgear, except for religious or medical reasons





The photo must not be squashed or stretched



The photo must not use a filter or be digitally enhanced



The photo must not be overexposed



The photo must be taken with uniform light and no shadows



#### PHOTOGRAPH REQUIREMENTS | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE



The photo must be in high resolution and must not be pixelated (500KB minimum)



The photo must not be taken in "mirror" mode, such as selfies taken using the front camera of a mobile phone







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# → List of countries/territories

IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
AFG	Afghanistan	Y	Y	Y	Υ
ALB	Albania	Y	Y	Y	Υ
ALG	Algeria	Y	Y	Y	Υ
AND	Andorra	Y	Y	Y	Υ
ANG	Angola	Y	Y	Y	Υ
ANT	Antigua and Barbuda	Y	Y	Y	Y
ARG	Argentina	Y	Y	Y	Υ
ARM	Armenia	Y	Y	Y	Υ
ARU	Aruba	Ν	Y	Ν	Υ
ASA	American Samoa	Ν	Y	Ν	Υ
AUS	Australia	Y	Y	Y	Υ
AUT	Austria	Y	Y	Y	Υ
AZE	Azerbaijan	Y	Y	Y	Υ
BAH	Bahamas	Y	Y	Υ	Υ
BAN	Bangladesh	Υ	Y	Υ	Υ



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IDENTIFIER	LONG DESCRIPTION (ENC)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
BAR	Barbados	Y	Y	γ	Y
BDI	Burundi	Y	Y	Y	Y
BEL	Belgium	Y	Y	Y	Y
BEN	Benin	Y	Y	Y	Y
BER	Bermuda	Ν	Y	Ν	Y
BHU	Bhutan	Y	Y	γ	Y
BIH	Bosnia and Herzegovina	Y	Y	Y	Y
BIZ	Belize	Y	Y	Y	Y
BLR	Belarus	Y	Y	Y	Y
BOL	Bolivia	Y	Y	Y	Y
BOT	Botswana	Y	Y	γ	Y
BRA	Brazil	Y	Y	γ	Y
BRN	Bahrain	Y	Y	γ	Y
BRU	Brunei Darussalam	Y	Y	γ	Y
BUL	Bulgaria	Y	Y	γ	Y
BUR	Burkina Faso	Y	Y	Y	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
CAF	Central African Republic	Y	Y	Y	Y
САМ	Cambodia	Y	Y	Y	Y
CAN	Canada	Y	Y	Y	Y
CAY	Cayman Islands	N	Y	Ν	Y
CGO	Congo	Y	Y	Y	Y
СНА	Chad	Y	Y	Y	Y
СНІ	Chile	Y	Y	Y	Y
CHN	People's Republic of China	Y	Y	Y	Y
CIV	Côte d'Ivoire	Y	Y	Y	Y
CMR	Cameroon	Y	Υ	γ	Y
COD	Democratic Republic of the Congo	Y	Y	Υ	Y
СОК	Cook Islands	N	Y	Ν	Y
COL	Colombia	Y	Y	Y	Y
СОМ	Comoros	Y	Y	Υ	Y
CPV	Cabo Verde	Y	Y	Υ	Y
CRC	Costa Rica	Y	Y	Υ	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
CRO	Croatia	Y	Y	Y	Y
CUB	Cuba	Y	Y	Y	Y
СҮР	Cyprus	Y	Y	Y	Y
CZE	Czechia	Y	Y	Y	Y
DEN	Denmark	Y	Y	Y	Y
DJI	Djibouti	Y	Y	Y	Y
DMA	Dominica	Y	Y	Y	Y
DOM	Dominican Republic	Y	Y	Y	Y
ECU	Ecuador	Y	Y	Y	Y
EGY	Egypt	Y	Y	γ	Y
ERI	Eritrea	Y	Y	Y	Y
ESA	El Salvador	Y	Y	Υ	Y
ESP	Spain	Y	Y	Y	Y
EST	Estonia	Y	Y	Y	Y
ETH	Ethiopia	Y	Y	Y	Y
FIJ	Fiji	Υ	Y	Y	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
FIN	Finland	Y	Y	Y	Y
FRA	France	Y	Y	Y	Y
FRO	Faroe Islands	Ν	Y	Ν	Y
FSM	Federated States of Micronesia	Y	Y	Y	Y
GAB	Gabon	Y	Y	Y	Y
GAM	Gambia	Y	Y	Y	Y
GBR	Great Britain	Y	Y	Y	Y
GBS	Guinea-Bissau	Y	Y	γ	Y
GEO	Georgia	Y	Y	Υ	Y
GEQ	Equatorial Guinea	Y	Y	γ	Y
GER	Germany	Y	Y	Y	Y
GHA	Ghana	Y	Y	Υ	Y
GRE	Greece	Y	Y	Y	Y
GRN	Grenada	Y	Y	Υ	Y
GUA	Guatemala	Y	Y	Υ	Y
GUI	Guinea	Y	Y	Υ	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
GUM	Guam	N	Y	Ν	Y
GUY	Guyana	Y	Y	Y	Y
HAI	Haiti	Y	Y	Y	Y
HKG	Hong Kong, China	Y	Y	Y	Y
HON	Honduras	Y	Y	Y	Y
HUN	Hungary	Y	Y	Y	Y
INA	Indonesia	Y	Y	Y	Y
IND	India	Y	Y	Y	Y
IRI	Islamic Republic of Iran	Y	Y	Y	Y
IRL	Ireland	Y	Y	Y	Y
IRQ	Iraq	Y	Y	Y	Y
ISL	Iceland	Y	Y	Y	Y
ISR	Israel	Y	Y	Y	Y
ISV	Virgin Islands, US	Ν	Y	Ν	Y
ITA	Italy	Y	Y	Y	Y
IVB	Virgin Islands, British	Ν	Y	Ν	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
JAM	Jamaica	Y	Y	Y	Y
JOR	Jordan	Y	Υ	Y	Y
JPN	Japan	Y	Υ	Y	Y
KAZ	Kazakhstan	Y	Υ	Y	Υ
KEN	Kenya	Y	Υ	Y	Y
KGZ	Kyrgyzstan	Y	Y	Y	Y
KIR	Kiribati	Y	Y	Y	Y
KOR	Korea	Y	Y	Y	Y
KOS	Kosovo	Y	Y	Y	Y
KSA	Saudi Arabia	Y	Y	Y	Y
KUW	Kuwait	Y	Y	Y	Y
LAO	Lao People's Democratic Republic	Y	Y	Y	Y
LAT	Latvia	Y	Y	Y	Y
LBA	Libya	Y	Y	Y	Y
LBN	Lebanon	Y	Y	Y	Y
LBR	Liberia	Y	Y	Y	Y

# APPENDIX | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE

•  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ • • • • • • • • • • • • • • . . . . . . . • . . . . . . . • • • • • • • • • • • • • •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ • . . . . . . . • • • • • • • • • • • • • • • • • • •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ • 33 . . . . . . . . • • • • • •

IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
LCA	Saint Lucia	Υ	Y	Y	Y
LES	Lesotho	Υ	Y	Y	Y
LIE	Liechtenstein	Y	Y	Y	Y
LTU	Lithuania	Y	Y	Y	Y
LUX	Luxembourg	Y	Y	Y	Y
MAC	Macao, China	Y	Y	Y	Y
MAD	Madagascar	Y	Y	Y	Y
MAR	Morocco	Y	Y	Y	Y
MAS	Malaysia	Y	Y	Y	Y
MAW	Malawi	Y	Y	Y	Y
MDA	Republic of Moldova	Y	Y	Y	Y
MDV	Maldives	Y	Y	Y	Y
MEX	Mexico	Y	Y	Y	Y
MGL	Mongolia	Y	Y	Y	Y
MHL	Marshall Islands	Y	Y	Y	Y
MKD	North Macedonia	Y	Y	Y	Y



•  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ • • • • • • • • • • • • •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ • • • • • • • • • • • • • • . . . . . . . • . . . . . . . • • • • • • • • • • • • • •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet$ • . . . . . . . • • • • • • • • • • • • • • • • • • •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$  $\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$ •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ • 34 • • . . . . . . . . • • • • • •

IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
MLI	Mali	Y	Y	Y	Y
MLT	Malta	Y	Y	Y	Y
MNE	Montenegro	Y	Y	Y	Υ
MON	Monaco	Y	Y	Y	Y
MOZ	Mozambique	Y	Y	Υ	Υ
MRI	Mauritius	Y	Υ	Υ	Υ
MTN	Mauritania	Y	Y	Y	Υ
MYA	Myanmar	Y	Υ	γ	Υ
NAM	Namibia	Y	Y	Y	Υ
NCA	Nicaragua	Υ	Υ	Υ	Υ
NED	Netherlands	Y	Y	Y	Y
NEP	Nepal	Y	Y	Y	Y
NGR	Nigeria	Y	Y	Y	Y
NIG	Niger	Y	Υ	Y	Y
NOR	Norway	Y	Y	Y	Υ
NRU	Nauru	Y	Y	Y	Υ



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
NZL	New Zealand	Y	Υ	Y	Y
ОМА	Oman	Y	Υ	Y	Y
PAK	Pakistan	Y	Y	Υ	Y
PAN	Panama	Y	Y	γ	Y
PAR	Paraguay	Y	Υ	γ	Y
PER	Peru	Y	Y	γ	Y
PHI	Philippines	Y	Y	γ	Y
PLE	Palestine	Y	Y	γ	Y
PLW	Palau	Y	Y	γ	Y
PNG	Papua New Guinea	Y	Y	γ	Y
POL	Poland	Y	Y	γ	Y
POR	Portugal	Y	Υ	γ	Y
PRK	Democratic People's Republic of Korea	Y	Y	γ	Y
PUR	Puerto Rico	N	Υ	Ν	Y
QAT	Qatar	Y	Y	γ	Y
ROU	Romania	Y	Y	Υ	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
RSA	South Africa	Y	Y	Y	Υ
RUS	Russian Federation	Y	Y	Y	Υ
RWA	Rwanda	Υ	Y	Υ	Υ
SAM	Samoa	Y	Y	Y	Υ
SEN	Senegal	Y	Y	Υ	Υ
SEY	Seychelles	Y	Y	Y	Υ
SGP	Singapore	Y	Y	Y	Υ
SKN	Saint Kitts and Nevis	Y	Y	Y	Υ
SLE	Sierra Leone	Y	Y	Y	Υ
SLO	Slovenia	Y	Y	Y	Υ
SMR	San Marino	Y	Y	Υ	Υ
SOL	Solomon Islands	Y	Y	γ	Υ
SOM	Somalia	Y	Y	γ	Υ
SRB	Serbia	Y	Y	Y	Υ
SRI	Sri Lanka	Y	Y	Y	Υ
SSD	South Sudan	Y	Y	Y	Υ



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
STP	Sao Tome & Principe	Y	Y	Y	Y
SUD	Sudan	Y	Y	Y	Y
SUI	Switzerland	Y	Y	Y	Y
SUR	Suriname	Y	Y	Y	Y
SVK	Slovakia	Y	Y	Y	Y
SWE	Sweden	Y	Y	γ	Y
SWZ	Eswatini	Y	Y	Y	Y
SYR	Syria	Y	Y	Y	Y
TAN	United Republic of Tanzania	Y	Y	Y	Y
TGA	Tonga	Y	Y	Y	Y
THA	Thailand	Y	Y	Y	Y
TJK	Tajikistan	Y	Y	Y	Y
ТКМ	Turkmenistan	Y	Y	Y	Y
TLS	Democratic Republic of Timor-Leste	Y	Y	γ	Y
TOG	Тодо	Y	Y	γ	Y
TPE	Chinese Taipei	Y	Y	Y	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
тто	Trinidad and Tobago	Y	Y	Y	Y
TUN	Tunisia	Y	Y	Y	Y
TUR	Türkiye	Y	Y	Y	Y
TUV	Tuvalu	Y	Y	Y	Y
UAE	United Arab Emirates	Y	Y	Y	Y
UGA	Uganda	Y	Y	Y	Y
UKR	Ukraine	Y	Y	Y	Y
URU	Uruguay	Y	Y	Y	Y
USA	United States of America	Y	Y	Y	Y
UZB	Uzbekistan	Y	Y	Y	Y
VAN	Vanuatu	Y	Y	Y	Y
VAT	Vatican	Y	Y	Y	Y
VEN	Venezuela	Y	Y	Y	Y
VIE	Vietnam	Y	Y	Υ	Y
VIN	St Vincent and the Grenadines	Y	Y	Y	Y
YEM	Yemen	Y	Y	Y	Y



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IDENTIFIER	LONG DESCRIPTION (ENG)	NATIONALITY	COUNTRY OF BIRTH	TRAVEL DOCUMENT COUNTRY OF ISSUE (VISA ONLY)	RESIDENTIAL COUNTRY OR TERRITORY (VISA ONLY)
ZAM	Zambia	Y	Y	Y	Y
ZIM	Zimbabwe	Υ	Υ	Y	Y
CCR	The International Committee of the Red Cross	Ν	Ν	Y	Ν
UNO	UN Organisation	Ν	Ν	Y	Ν
ΟΤΑ	North Atlantic Treaty Organization	Ν	Ν	Y	Ν
EUE	European Union	Ν	Ν	Y	Ν
XXA	Stateless	Y	Ν	Ν	Ν
XXB	Refugee	Ν	Ν	Ν	Ν



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# → Gender

CODES	DESCRIPTION
F	Female
М	Male
Х	Unspecified

# → Department of Birth

CODE	DESCRIPTION
01	Ain
02	Aisne
03	Allier
04	Alpes de Haute-Provence
05	Hautes-Alpes
06	Alpes-Maritimes
07	Ardêche
08	Ardennes
09	Ariège
10	Aube
11	Aude
12	Aveyron

DESCRI	CODE
Bouches-d	13
Calva	14
Cant	15
Chare	16
Charente-N	17
Che	18
Corrè	19
Corse-d	2A
Haute-0	2B
Côte-o	21
Côtes d'	22
Creu	23
Dordo	24
Dou	25
Drôn	26
Eur	27
Eure-et	28
Finist	29



SCRIPTION	CODE	DESCRIPTION
nes-du-Rhône	30	Gard
Calvados	31	Haute-Garonne
Cantal	32	Gers
Charente	33	Gironde
nte-Maritime	34	Hérault
Cher	35	Île-et-Vilaine
Corrèze	36	Indre
se-du-Sud	37	Indre-et-Loire
ute-Corse	38	lsère
ôte-d'Or	39	Jura
es d'Armor	40	Landes
Creuse	41	Loir-et-Cher
ordogne	42	Loire
Doubs	43	Haute-Loire
Drôme	44	Loire-Atlantique
Eure	45	Loiret
re-et-Loir	46	Lot
inistère	47	Lot-et-Garonne

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CODE	DESCRIPTION	CODE	
48	Lozère	68	
49	Maine-et-Loire	69	
50	Manche	70	
51	Marne	71	
52	Haute-Marne	72	
53	Mayenne	73	
54	Meurthe-et-Moselle	74	
55	Meuse	75	
56	Morbihan	76	
57	Moselle	77	
58	Nièvre	78	
59	Nord	79	
60	Oise	80	
61	Orne	81	
62	Pas-de-Calais	82	
63	Puy-de-Dôme	83	
64	Pyrénées-Atlantiques	84	
65	Hautes-Pyrénées	85	
66	Pyrénées-Orientales	86	
67	Bas-Rhin	87	



DESCRIPTION	CODE	DESCRIPTION
Haut-Rhin	88	Vosges
Rhône	89	Yonne
Haute-Saône	90	Territoire-de-Belfort
Saône-et-Loire	91	Essonne
Sarthe	92	Hauts-de-Seine
Savoie	93	Seine-Saint-Denis
Haute-Savoie	94	Val-de-Marne
Paris	95	Val-d'Oise
Seine-Maritime	971	Guadeloupe
Seine-et-Marne	972	Martinique
Yvelines	973	Guyane
Deux-Sèvres	974	La Réunion
Somme	975	Saint Pierre and Miquelon
Tarn	976	Mayotte
Tarn-et-Garonne	977	Saint-Barthélemy
Var	978	Saint-Martin
Vaucluse	984	Terres Australes and Antarctiques
Vendée	986	Wallis-et-Futuna
Vienne	987	Polynésie française
Haute-Vienne	988	Nouvelle-Calédonie
	99	Non French Country

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# → Wheelchair user

CODE	DESCRIPTION	CODE	DESCRIPTION
Ν	No	NAP	Not applicable
YE	Yes - electric wheelchair	REF	Refugee
YM	Yes - manual wheelchair	SLS	Stateless

## → Travel document type

CODE	D
AUT	Othe
DIP	Diplo
PAS	Ordi
SER	Ser
SPE	Spe

# APPENDIX | DATA FIELDS & PHOTOGRAPH REQUIREMENTS GUIDE .....

# → Status (Refugee, stateless)

### → Marital status

DESCRIPTION	CODE	DESCRIPTION
er type of travel	AUT	Other
document	CEL	Single
omatic passport	DIV	Divorced
dinary passport	MAR	Married
ervice passport	PAC	Registered Partnership
pecial passport	SEP	Separated
	VEU	Widowed

 $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ • . . . . . . . . • • • • • . . . . . . . . • • • • • . . . . . . . . • • • • • . . . . . . . . • • • • • • . . . . . . . . • • • • • • • . . . . . . . . • . . . . . . . . • . . . . . . . . • • • • • • • • • • • • • • • • • • . . . . . . • . . . . . . . . • . . . . . . . • • • • • . . . . . . . . • • • • • • . . . . . . . . • • • • • • • . . . . . . . . • • • • • . . . . . . . . •  $\bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet \quad \bullet$ • 43 • • • • • • • • • • • • • •





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