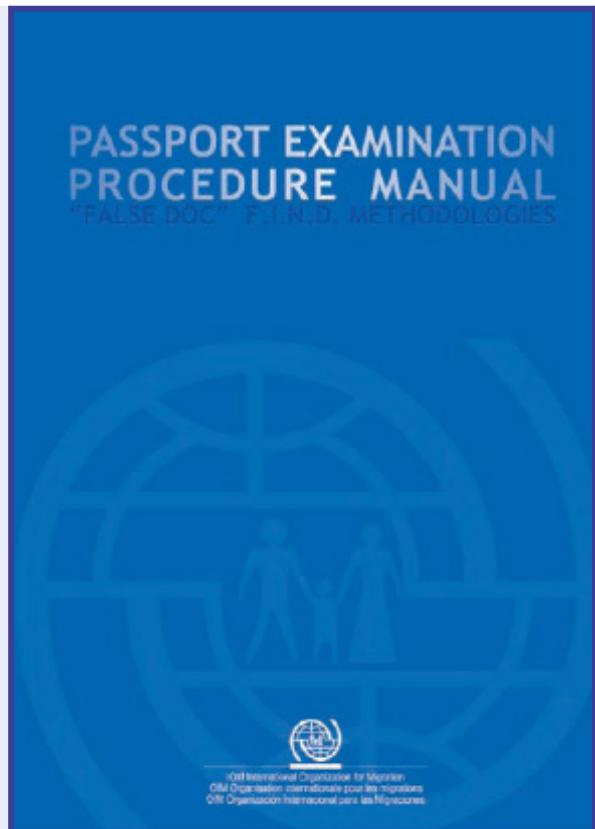


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Available in English, French, Spanish,  
Portuguese, Russian, Arabic,  
Vietnamese, Khmer, Azerbaijani, Somali,  
Mongolian



IOM's Immigration & Border Management Programme

Publications and Training Manuals

## THE PASSPORT EXAMINATION PROCEDURE MANUAL 'F.A.L.S.E.D.O.C' METHODOLOGY

The International Organization for Migration (IOM) is progressively called upon by States to assist in border management challenges. The Immigration and Border Management (IBM) Team has been established to offer guidance and expertise to governments aspiring to strengthen their technical knowledge and institutional capacity in migration and border management - aiming at long-term sustainability. To reach this objective, the IBM Team develops and delivers training courses and "training of trainers" programmes for immigration officials, backed by a suite of key in-house training manuals, including the Essentials of Migration Management, the Essentials of Migration Practice, the Passport Examination Procedures Manual and the Documents: The Developer's Toolkit.

### THE MANUAL

The Passport Examination Procedure Manual (PEPM), one of the world's leading reference tools of its kind, has been translated into nine languages and is successfully being used by government ministries and border agencies around the globe. The manual addresses the methodology

of travel document/passport examination in a logical order, providing practical information on every step of the examination process. The book is divided into nine sections: the first eight sections representing each of the eight steps of the examination process; the last section being a Glossary of Security Features. The book describes a set procedure – with each of its eight steps linked to the letters of the acronym "F.A.L.S.E.D.O.C." to make them easy to remember. At every step of the procedure, the manual anticipates questions and provides answers and advice.

### THE PEPM AS VIEWED BY A BORDER OFFICIAL TRAINED AT IOM'S AFRICAN CAPACITY BUILDING CENTRE

I HAVE BEEN GIVEN TRAINING IN PASSPORT FRAUD MANY TIMES, BUT WITH THIS MANUAL, I NOW HAVE ANSWERS TO DAY-TO-DAY QUESTIONS THAT HELP IN DECISION-MAKING.

EVEN THOUGH I ALREADY KNEW MANY SECURITY FEATURES, THIS TRAINING HAS HELPED ME TO BETTER UNDERSTAND HOW TO EXAMINE A PASSPORT AND DETECT FRAUDULENT DOCUMENTS.



International Organization for Migration (IOM)

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## PURPOSE AND TARGET GROUP

The manual has been designed for use by border control officials and related agencies involved in migration management. The manual is a descriptive breakdown of each of the individual steps of the FALSE DOC procedure – a process that, when applied in real-time, would take anywhere between 30 seconds and five minutes. It is essentially a training and reference tool for operational personnel, providing officers with guidance and direction to enable them to more effectively screen travel identity documents and identify fraudulent documents more consistently and with greater confidence.

Even though this book will assist operational personnel in the process of identifying fraudulent documents, it is not designed to replace specialized personnel who are experts in the field of forensic document examination; hence it does not provide the in-depth forensic knowledge that would be required to prepare statements of evidence or other specialized information reports. The manual also presumes access to basic document examination equipment including magnifiers, ultra-violet lamps, and retro-reflective viewers. Given the vast number of differences in design and appearance of international travel documents, the manual also presents generic advice only, and therefore it also presumes the user has sufficient operational experience to consider the advice in the appropriate manner and context. Ideally, the manual will be used to support hands-on training of operational personnel by experienced document fraud examiners/trainers.



For further information, please contact:

**Department of Migration Management  
Immigration and Border Management Division**

17 route des Morillons, 1211 Geneva 19, Switzerland

Tel.: + 41 22 717 91 11 • Fax: + 41 22 798 61 50

E-mail: [ibm@iom.int](mailto:ibm@iom.int) • Website: [www.iom.int](http://www.iom.int)