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STATION INFORMATION LETTER (SIL)

APPLICABILITY	Passenger Handling Personnel
SUBJECT	**Passenger Document Check**
ISSUED BY	Ground Operations
REF. NUMBER	KK-04-11/**SIL-77**
REF.TO PUBLICATIONS	-
ISSUED ON	**07.06.2017**

ISSUED ON	**07.06.2017**	EFFECTIVE TILL	-

Dear Partners,

Please be reminded of an importance of travel document check.
It's crucial to check all the necessary travel documents to comply with the visa requirements of the country flown from, through or into, starting already from the first touch point with passenger (**check-in, baggage drop-off or gate counters**).

Attention to be paid to documents as below taking into account passengers <u>transit and final</u> destinations:

PASSPORT:
- EXPIRY DATE;
- VALIDITY FOR A DESTINATION COUNTRY (special attention to Russian, Ukrainian <u>internal</u> passports, when traveling abroad).

<u>Examples for flights from non-Schengen to Schengen destinations:</u>
1) Citizens of EU, EEA and Switzerland: allowed to travel till the expiry date of the passport;
2) For citizens (except the above ones) having visa-free regime – passport to be valid not less than 3 months beyond intended stay;
3) Citizens with visa needed and passport validity below 3 months, but with valid Schengen visa or residence permit – ok to be accepted.
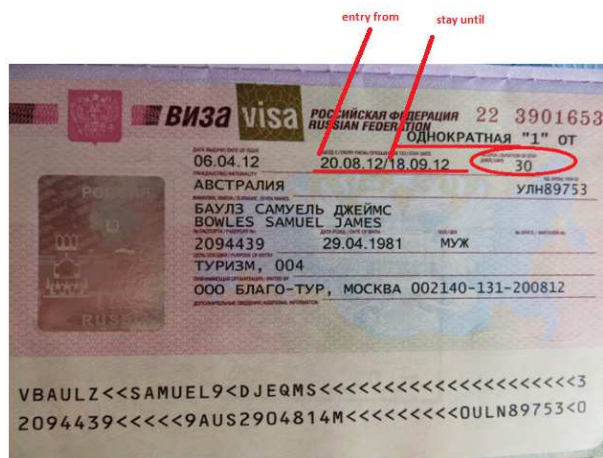
VISA:
- REQUIRED/NOT REQUIRED;
- VALIDITY (matches with scheduled time of arrival);
  - applicable for countries of travel;
  - start/end dates;
  - type;
  - number of entries;
  - Used/unused.

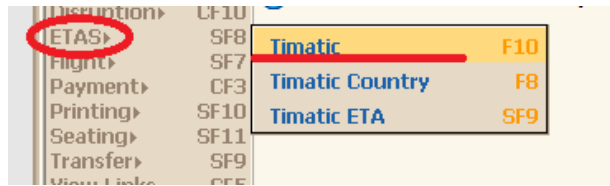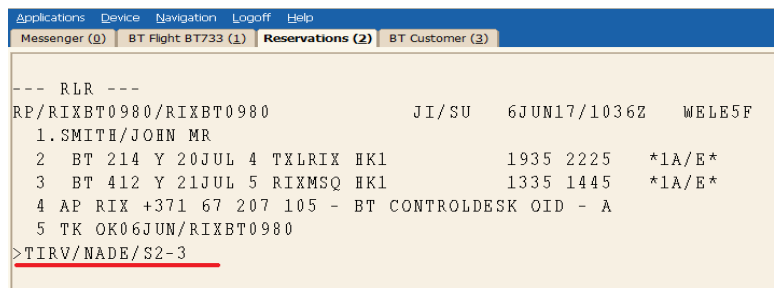**<u>Visa Examples:</u>**

Schengen visa

Russian visa

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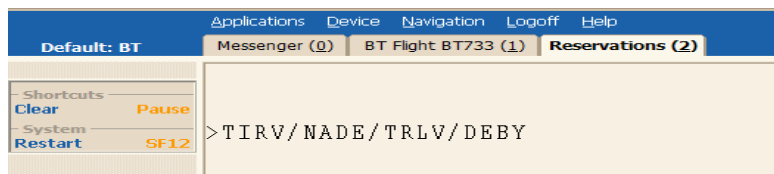**DOCS check information sources below:**

- TIMATIC in DCS:

- CRYPTIC VERSION FROM BOOKING:
  TIRV/NAxx/TYPE/Sx-x* (diplomatic passports)
  TIRV/NAxx/SEMN/Sx-x* (SEMN)
  TIRV/NAxx/Sx-x* (others)

- MANUAL CRYPTIC VERSION (reservations application in DCS):
  TIRV/NAxx/TRxx/DExx*

  ***NA** – passenger nationality. Add/ SEMN in case of seaman
   AR – alien residents
   DE – destination point(s)
   TR – transit/transfer point(s) (use 3-letter city/airport code or 2-letter ISO country code)
   Sx-x – flight segments in reservation

- WEB based TIMATIC:

  http://www.iatatravelcentre.com/