

**Requirements and procedures for applying for an Ethiopian
Emergency Travel Document (ETD) (prepared by Administration for Refugee and
Returnee Affairs together with Ministry of Migration (22 June 2017))**

The ETD is machine readable with a two month validity and the possibility of renewal for one additional month. In principle the ETD is used for one way travel out of the asylum country. The ETD contains a notice clause, which mentions that **"This is an emergency travel document of identity to a non-Ethiopian national who cannot obtain or owing to emergent circumstances has no time to obtain a national passport or renew an expired one."** Due to the limited validity, refugees are encouraged to wait to apply for the document until they are confident they will travel soon. In extenuating circumstances, a new ETD can be issued with a valid explanation of why travel was delayed.

Documentation required to apply:

- 1) Refugee ID:
 - ID card, valid Pass Permit, Attestation Letter, Proof of Registration
- 2) Documentation showing that a process is in place to apply for a visa
 - Correspondence with the Embassy or immigration authorities of the country, or with the family member/sponsor abroad

Procedures:

- 1) Refugees who require an ETD and have both an ID and documentation about their process, bring to ARRA a written request stating the reasons why it is needed with copies of the relevant documents attached:
 - Attention: Assistant Capacity Building Team Leader
 - Administration for Refugee and Returnee Affairs (ARRA), office No. 46
 - Location: "Gulele Kefle Ketema, "Enkulal Fabrika" in front of Mekonenoch Kelub"
- Note: Refugees are able to follow this process independently. UNHCR can on an extraordinary case-by-case basis assist vulnerable refugees with this process, including unaccompanied children whose parents or relatives live abroad, when requested by the relevant Embassy or overseas office.*
- 2) The ARRA focal person immediately reviews the documents, and if everything is complete, writes a Note Verbale "Amharic version" to the Main Department for Immigration and Nationality Affairs requesting them to issue the ETD to the mentioned mandate refugee. The ARRA focal person informs the applicants to go to the Immigration Office on the following day to start the process.
 - 3) The applicant goes to the Immigration Office to process the ETD. The ETD is free of charge and the Immigration Office process takes three to four days. The applicant is given an appointment when to collect the ETD.
 - 4) Once the ETD process is finished the refugee will go and collect based on the appointment date given on their ID copy. They are requested to sign on the photocopy to confirm that he/she/ has taken the original.