**Travel Request of International UN Volunteer Dependent(s)**

If you are an International UN Volunteer serving in a family duty station, and meet the conditions under the [Conditions of Service](https://explore.unv.org/cos), section VII (7), you may request for dependent(s) that are part of your Primary Family Unit (PFU) to travel to your duty station. To submit the request:

1. Complete this form
2. Upload to UVP by completing the “Request travel of dependents” task.

UNV must authorize travel of Primary Family Unit (PFU) members prior to traveling to the duty station.

**Section 1: UN Volunteer details**

|  |  |
| --- | --- |
|  First name:  |  Family name:  |
|  Assignment title:   |
|  UVP user ID: |
|  Duty station:   |  Country of assignment:  |

Please confirm that you meet the following conditions:

[ ]  I have submitted supporting documents establishing dependency status (i.e marriage, birth, and/or adoption certificates) and these have been verified by UNV.

[ ]  The duration of the assignment is a minimum of 12 months.

[ ]  The nature of the assignment, living conditions, and other factors, such as availability of housing, schools, and medical facilities, are suitable for dependents to reside at the duty station

[ ]  The dependents have secured visas and clearances that allow them to travel and live in the country of assignment.

[ ]  The recognized primary dependents who intend to join the UN Volunteer will spend at least six (6) months at the duty station during the assignment.

**Section 2: Dependent information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name**  | **Family name**  | **Age** | **Relationship to the UN Volunteer** | **Place of recruitment (Country)** | **Closest airport or city** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[ ]  I confirm by uploading this form to UVP that the content is true and accurate. I note that deliberately providing untrue information may lead to disciplinary action by UNV.

The payment for travel for dependent is equivalent to 120% of a quote from your domicile (or place of recruitment, if different) to the duty station. UNV's procurement team provides the quote and UNV will process it through your payroll.