Requirement No:

Requirement received by:

Requirement Received Date:

Requirement Description:

* The user is working for UN and some time they need passport copy for issuing ticket. However, UN is denied to give the passport copy for UN travellers and requested to create a link OR tool to collect passport related date.
* So, in that case UN not require to share passport copy on email because passport is confidential.
* So, for that we have to create a link or tool with below details so UN traveller can visit on link and able to put their passport details.
* Will prefer some link like ([www.satgurutravel.com](http://www.satgurutravel.com)) for satguru customer feedback link and it should be connect with their UN email ID ([UN\_OTS@satgurutravel.com](mailto:UN_OTS@satgurutravel.com))
* UN can click ([www.satgurutravel.com](http://www.satgurutravel.com)) on this link and given form will open and fill all required details and submit the form.

That form will save in both the links

ex. ([www.satgurutravel.com](http://www.satgurutravel.com)) & ([UN\_OTS@satgurutravel.com](mailto:UN_OTS@satgurutravel.com))

|  |  |  |
| --- | --- | --- |
| 1 | ISO Country Code (Three letter country code  Drop Down-  CAN(Canada)  DNK(Denmark)  AUS(Aurelia) | If you want to make drop down then find attached ISO 3 digit Alpha country code in attached excel |
| 2 | Passport Number -  (Alpha Numeric  No. only Special Characters not allowed ) | This is OK but we need to identify O ( O) and 0 (Zero) |
| 3 | Passport expiry date -  (Date Format) | Date format will be DD/MM/YYYY |
| 4 | Gender Indication with only 2 option  Drop Down-  (M-Male  F-Female) | This is OK |
| 5 | Date of Birth -  (Date Format) | Date format will be DD/MM/YYYY |
| 6 | Travel Documents –  (Surname)  (Free Text Field) | Only English format |
| 7 | Travel Documents –  (Free Text Field)  (First Name OR First Given Name) | Only English format |
| 8 | Travel Documents –  (Free Text Field)  (Middle Name OR Second Name) | Only English format |
| 9 | Email Address | Required |
| 10 | Mobile Number | Optional |

|  |
| --- |
| **Submit** |

After submit the form the massage will reflect like

|  |
| --- |
| **Your Form is submitted successfully**. |

And the one copy of this form will received by company’s Email id and second one will received by UN.

**Flow of the process is like**

