

UNITED NATIONS



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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

PRO/NV-REG/ACC

REFERENCE

The Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives and Permanent Observers to the United Nations and, in the context of heightened Security measures at Headquarters, has the honour to bring to their attention rules and regulations relating to registration and accreditation of diplomats and support staff (permanent/temporary) to the United Nations by the Protocol and Liaison Service.

In accordance with General Assembly recommendations, the names of all members of permanent/observer missions, including members of families and household employees, must be communicated to the Secretary-General within one month upon their arrival to New York. For this purpose, in the case of a diplomat, in addition to all the requisite documents for registration, a personal letter (NOT A NOTE VERBALE) addressed to the Secretary-General and signed by the Permanent Representative/Observer or chargé d'affaires a.i., is required. When registering support and technical staff, in addition to all other pertinent documents, a personal letter (NOT A NOTE VERBALE) addressed to the Chief of Protocol of the United Nations and signed by the head of chancery or administrative officer, is necessary.

With regard to issuance of United Nations building passes for delegates and staff attending official meetings of United Nations organs, the completion of an SG.6 form ("Registration of Members of Delegations to Temporary Meetings") together with a covering letter (NOT A NOTE VERBALE) addressed to the Chief of Protocol and signed by the head of chancery or administrative officer, is needed. In the case of staff, a photocopy of passport/visa status, alien registration card or US birth certificate must be included.

A letter (NOT A NOTE VERBALE) addressed to the Chief of Protocol and signed by the head of chancery or administrative officer together with a duly completed SG.32 form ("Request for UN Building Pass for Members of Permanent/Observer Missions"), including the expiration date, is required to renew passes of diplomats and staff.

It is essential that all documents, mentioned above, be sent to the United Nations Protocol and Liaison Service **at least 48 hours in advance** to ensure that the United Nations building passes may be authorized in a timely manner.

The Chief of Protocol of the United Nations relies upon the understanding and cooperation of Permanent Representatives and Permanent Observers in these matters and avails herself of this opportunity to renew to them the assurances of her highest consideration.

