

# Registration, accreditation, building pass issuance and renewal

## Checklist for members of Permanent/Observer Missions, Intergovernmental organizations and Specialized agencies

### I. Registration, pass issuance and termination

#### 3. Terminations

##### 1. Covering letter

- addressed to the Protocol and Liaison Service.....
- from the Mission.....

##### 2. Final departure form [SG.8](#)

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal .....
- stating the principal, family and household employees
- stating the date of departure from Mission .....
- stating the date of departure from USA.....
- enclosing the documents to be returned to Protocol:
  - 1. US State Dep. ID card(s).....
  - 2. United Nations building pass(es).....
  - 3. US Dep. of State Tax Exemption Card(s).....
  - 4. Indicate date of return DPL plates to Foreign Missions Bureau....