

# Registration, accreditation, building pass issuance and renewal

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

### II. Accreditation to meetings: temporary passes

#### 1. VIP without photo

*Only for: Heads of State/Government, Vice-presidents, Crown Princes/Princesses  
and spouses*

##### 1. Covering letter

- addressed to the Chief of Protocol .....
- from the head of chancery or administrative officer .....
- stating name, title and duration of stay.....

#### 2. VIP with photo

*Only for: Deputy Prime Ministers, Cabinet Ministers, Heads of  
Intergovernmental organizations, Specialized agencies and spouses*

##### 1. Covering letter

- addressed to the Chief of Protocol .....
- from the head of chancery or administrative officer .....
- stating name, title and duration of stay .....

##### 2. Photo: one (1) passport size in colour.....

#### 3. Regular passes

*For delegates*

##### 1. Covering letter

- addressed to the Chief of Protocol .....
- from the head of chancery or administrative officer .....
- stating name and functional title and the name of the meeting.....

##### 2. Temporary meetings form [SG.6](#),

- duly filled out.....
- stating the name of the meeting.....
- stating the arrival and departure dates.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....
- indicating the capacity in which is attending the meeting .....

##### 3. Meetings with Secretariat Officials form [SG.37](#)

- duly filled out.....

- stating the name of the Secretariat Official.....
- stating the date.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....