

UNITED NATIONS



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POSTAL ADDRESS - ADRESSE POSTALE : UNITED NATIONS, N.Y. 10017

CABLE ADDRESS - ADRESSE TELEGRAPHIQUE : UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

PRO/NV/63rd GA/Rules & regulations regarding registration & accreditation

The Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives and Permanent Observers to the United Nations and, in light of the standing security measures at the United Nations Headquarters, has the honour to bring to their attention the rules and regulations regarding registration and accreditation by the Protocol and Liaison Service of the members of the diplomatic and/or support personnel (permanent and temporary) to the United Nations.

In accordance with General Assembly recommendations, the names of all members of the permanent and observer missions, including families and household employees, must be communicated to the Secretary-General upon their arrival at Headquarters. For this purpose, in the case of a member of the diplomatic personnel, in addition to other documents required for registration, a letter (not a note verbale) addressed to the Secretary-General and signed by the Permanent Representative/Permanent Observer or chargé d'affaires a.i., is required. When registering a member of the administrative/technical/support personnel, in addition to other documents required for registration, a letter (not a note verbale) addressed to the Chief of Protocol and signed by the head of chancery or principal administrative officer is required.

To renew United Nations building passes of the members of the diplomatic and/or support personnel, a letter (not a note verbale) addressed to the Chief of Protocol and signed by the head of chancery or principal administrative officer, together with a completed SG.32 Form ("Request for UN Building Pass for Members of Permanent/Observer Missions"), is required.

With regard to obtaining United Nations building passes for delegates and/or support staff attending temporary conferences and/or other meetings held at the United Nations Headquarters, 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 principal administrative officer, is required. The covering letter should contain the names of the delegates and/or support staff for whom the building passes are requested. In the case of support staff, a photocopy of his/her passport (including the visa page), an alien registration card and/or U.S. birth certificate must be included.

With regard to requests for special Protocol Passes, a letter (not a note verbale) signed by the Permanent Representative/Permanent Observer or chargé d'affaires a.i. is required in each case when applying for this category of United Nations building passes. Such requests are to be addressed to the Chief of Protocol who will review each case independently.

It is important that sufficient care be exercised in ensuring that the names of mission staff members and/or members of delegations entered on the "Request for United Nations Building Pass" Forms should correspond to the spelling of those names as entered in the passports of the concerned individuals.

It is essential that all documents mentioned above be sent to the Protocol and Liaison Service **at least 48 working hours in advance** to ensure the timely authorization of the United Nations building pass requests.

The Chief of Protocol of the United Nations requests the kind cooperation of the Permanent Representatives and Permanent Observers on these matters and avails herself of this opportunity to renew to them the assurances of her highest consideration.

