

UNITED NATIONS PROTOCOL AND LIAISON SERVICE

Room S-0201 - Tel: 1-212-963-7181 (Accreditation) - Fax: 1-212-963-1921

Accreditation Guidelines for intergovernmental organizations (IGOs) away from New York

1. Accreditation (request for UN grounds pass) is a separate exercise necessary for participants (official delegations of member states of the United Nations and accredited intergovernmental organizations) who require access to United Nations Headquarters in New York to attend official UN meetings*. Participants must note that registration to the conference/organizer would not automatically grant access to UN Compound and the following accreditation procedure must be followed.
2. Accreditation of delegations of intergovernmental organizations (IGOs) is carried out by the Protocol and Liaison Service. Access to the UN Compound will only be granted to those in possession of a valid grounds pass. For accreditation to meetings taking place at United Nations Headquarters, representatives of IGOs are requested to:
 - ❖ inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending meetings at United Nations Headquarters (letter should be stamped and signed by the head of chancery or administrative officer of the organization);
 - ❖ provide in the letter **an email address** of a focal point of the organization to receive the accreditation approval notifications;
 - ❖ attach an SG.6 form (request for temporary grounds pass) for each member of the delegation;

The SG.6 form must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer. It must be submitted together with the covering letter in one package to the office of Protocol and Liaison Service at Room S-0201 or by facsimile to 1-212-963-1921. The SG.6 form can be found on the Protocol website at www.un.int/protocol.

3. To ensure the issuance of United Nations grounds passes in a timely manner, it is essential that the above requirements are fully met and that the letter containing the composition of the delegations and SG.6 forms must be submitted as early as possible and **at least two weeks** before the start date of the meeting or the grounds passes are needed to enter the UN Compound.
4. Once the composition of delegation and the SG.6 forms are received in the office of Protocol and Liaison Service, they will be reviewed and authorized. The focal point of the organization will receive via email the approval notification of each member of the delegation. Each approval notification will be assigned a unique reference number and the focal point should ensure a copy of the respective approval notification be given to members of the delegation before departure for New York.
5. Members of the delegation, upon arrival in New York, may proceed directly to the Pass and ID Unit along with the approval notification and their passport or government issued photo ID to obtain their grounds passes.
6. Representatives of IGOs visiting United Nations Headquarters for the first time for official meetings must visit the Pass and ID to have a photograph taken for their ground pass.
7. Grounds passes for returning delegates whose photographs are already in the system of the Pass and ID Unit, may be collected by a representative of the organization in the absence of the delegates, upon presentation of the approval notification(s) and a valid United Nations grounds pass.
8. The United Nations Pass and ID Unit is located on First Avenue and 45th Street, UNITAR Building. Normal office hours are Monday through Friday, from 9:00 am to 4:00 pm, except for days prior to and during the general debate in September, working hours may be extended. Telephone No. 1-212-963-7533.

Official UN meetings **do not include side events, seminars, training courses/workshops, receptions and exhibitions. Access to these events held at the UN is handled by the Security Special Events Planning Unit (Tel :+1-212-963-7028; Fax: +1-212-963-0316)*