

Registration, termination, building pass issuance and renewal

Checklist for Members of Permanent Missions and Observer Offices, Intergovernmental Organizations and Specialized Agencies

INDEX

I - Registration

- | | |
|--|---|
| 1. Registration of Diplomatic Personnel _____ | 2 |
| 2. Registration of Administrative, Technical and Support Staff _____ | 3 |
| 3. Registration of Household Employees _____ | 3 |
| 4. Registration of Interns _____ | 4 |

II – Changes and Movements of Personnel _____ 4

III - UN Building Passes Issuance and Renewal

- | | |
|--|---|
| 5. Issuance for Members of Permanent Missions and Observer Offices _____ | 5 |
| 6. Renewal for Members of Permanent Missions and Observer Offices _____ | 5 |
| 7. Issuance for Former Permanent Representatives _____ | 5 |
| 8. First Time Issuance for Members of Specialized Agencies _____ | 6 |
| 9. Renewal for Members of Specialized Agencies _____ | 6 |
| 10. Lost passes _____ | 6 |

IV - Termination

- | | |
|---|---|
| 11. All Categories of Personnel, Family Members and Employees _____ | 7 |
|---|---|

V - Interns' registration: visa requirements

- | | |
|--|---|
| 12. Registration of Interns from outside the United States _____ | 8 |
| 13. Registration of Interns already in the United States _____ | 8 |

VI - Procedure for Temporary Meetings

- | | |
|----------------------|----|
| eAccreditation _____ | 10 |
|----------------------|----|

VII - About Letters and Notes Verbales _____ 10

VIII - Change of Visa Status

- | | |
|---|----|
| 14. Required US immigration forms to be submitted _____ | 10 |
|---|----|

NOTE: Please allow a minimum of 2 business days for grounds pass forms to be available from the Protocol and Liaison Service.

I - Registration

All members of permanent missions (diplomatic and non-diplomatic), respective families and household employees must be registered **upon their arrival**. For this purpose, the following documents – as applicable – should be sent to the Protocol and Liaison Service. *Please note that Citizens of the United States of America may provide photocopy of their passport instead of the original document. Permanent residents in the USA need to submit their original passport plus a photocopy of their Permanent Resident Card (green card).*

1. Registration of Diplomatic Personnel

1.1. Cover letter¹

- a) addressed to the Secretary-General.....
- b) signed by the Permanent Representative or *Chargé d’Affaires*.....
- c) stating name, diplomatic rank, functional title and date of appointment.....
- d) requesting the corresponding diplomatic privileges and immunities.....
- e) stating order of precedence at the Mission.....
- f) requesting the adjustment of visa status, if applicable.....

1.2. Registration form **SG.5**

- a) duly completed.....
- b) include all family members and employee(s) residing with the diplomat.....
- c) signed by the head of chancery or Principal administrative officer.....
- d) displaying the Mission’s official seal.....

1.3. Photos one (1).....

(passport size, in colour, taken within past six months)

- a) diplomat: two (2).....
- b) spouse: two (2).....
- c) children: two (2).....
- d) household employees: one (1).....

1.4. Passport

Diplomatic

- a) principal.....
- b) family members residing with the principal².....

Regular

- a) diplomat’s household employee(s).....

1.5. Printed I-94 (Please see pg. 10 for link to form I-94)

- a) principal.....
- b) family members residing with the principal.....
- c) diplomat’s household employee(s).....

1.6. UN building pass form **SG.32** (only for principals and spouses)

- a) duly completed.....

¹ Diplomatic movements, appointments, promotions, departures, as well as any personnel movements and procedures described in this document must be announced in a letter, not in a *note verbale*.

² If in possession of other (non-diplomatic) passports, family members should submit such passports to the Protocol and Liaison Service at the time of registration.

- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission’s official seal.....

2. Registration of Administrative, Technical and Support Staff

(without diplomatic status)

2.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) stating name, functional title and date of appointment.....

2.2. Registration form **SG.5**

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) including all family members and employee(s) residing with the principal.....
- d) displaying the Mission’s official seal.....

2.3. Photos: one (1).....

(passport size, in colour, taken within last six months)

2.4. Passport

- a) principal (staff member).....
- b) family members residing with the principal.....
- c) household employee(s) residing with the principal.....

2.5. Printed I-94 (Please see pg. 10 for link to form I-94)

- a) principal (staff member).....
- b) family members residing with the principal.....
- c) household employee(s) residing with the principal.....

2.6. UN building pass form **SG.32** (only for staff members)

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission’s official seal.....

3. Registration of Household Employees (if registered separately)

3.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) stating name, occupation and date of employment.....

3.2. Registration form **SG.5**

- a) duly completed.....
- b) signed by the employer.....
- c) including all family members of employee residing with him/her.....
- d) displaying the Mission’s official seal.....

3.3. Photo: one (1).....

(passport size, in colour, taken within last six months)

3.4. Passport

3.5. Printed I-94 (Please see pg. 10 for link to form I-94).....

3.6. Copy of the employment contract *in English*.....

4. Registration of Interns:

Interns must be registered with the United Nations Protocol like any other member of the Mission and should be at least 18 years of age at the time of registration. Internship is for a short term period and the appointment letter must specify the duration of the internship and whether the intern will be remunerated or not.

Permanent Mission – Interns at the Permanent Missions should have an appropriate visa status (i.e. G-2/F-1/J-1). Please note that in most cases the Host Country will not accept the registration of interns at the Permanent Mission admitted to the United States on B1/B2 visa status or under Visa Waiver Program.

Observer Office – Interns should secure the type of visa status appropriate for and/or applicable to full-time Observer personnel.

For interns' registration, please refer to Part VI of this document.

II – Changes and Movements of Personnel

All missions and offices are requested to promptly notify the Protocol and Liaison Service, in writing (not by *note verbale*), of any changes and movements affecting diplomatic and non-diplomatic members of the missions, such as: promotions, change of designation, change of marital status, change of address and telephone number (both official and private), etc.

III – UN Building Passes Issuance and Renewal

A United Nations building pass is required for entry into Headquarters. Passes for all members of permanent missions and observer offices differ as to their colour symbols and have space provided for a photograph of the bearer.

5. First Time Issuance for Personnel of Permanent Missions/Observer Offices

Issuance of a UN Building Pass is contingent upon completion of all requirements for registration as stated in SECTION I Registration. For [Diplomatic Personnel](#) see page 2 and for [Administrative, Technical and Support Staff](#) see page 3.

6. Renewal for Members of Permanent Missions/Observer Offices

6.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....

6.2. UN building pass form SG.32

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission’s official seal.....

7. Issuance of passes for Former Permanent Representatives and Spouses

7.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) from current Permanent Representative or *Chargé d’Affaires*
- c) stating name and requesting the pass.....

7.2. UN building pass form SG.38

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission’s official seal.....

8. First Time Issuance for Members of Specialized Agencies

8.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) from the head of chancery or Principal administrative officer.....
- c) stating name, functional title and expiration date of contract.....

8.2. UN building pass forms SG.34 and SSS.73

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....

8.3. Photo: one (1)..... (passport size, in colour, taken within last six months)

8.4. Copy of contract.....

9. Renewal for Members of Specialized agencies

9.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) from the head of chancery or Principal administrative officer.....
- c) stating name and functional title and expiration date of contract.....

9.2. UN building pass form SG.34

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....

9.3. Copy of contract.....

10. Lost Passes

10.1. Cover letter

- a) addressed to Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....

10.2. UN building pass form SG.32

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....

After obtaining the authorized SG.32 form from Protocol and *prior to* the processing of the UN building duplicate pass at the Pass & ID Office, the applicant must *first* fill out the attached "*lost grounds pass form*".

IV - Termination

Upon the final departure from the mission of diplomatic personnel, administrative, technical and support staff, their families and household employees, either for abroad or for another address in the United States, the mission should submit the following documents, as applicable, to the Protocol and Liaison Service.

11. All Types of Personnel, Family Members and Employees

11.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) from the head of chancery or Principal administrative officer.....

11.2. Final departure form **SG.8**

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....
- d) stating the principal, family and/or household employees.....
- e) **stating the date of departure from the Mission**.....
- f) **stating the date of departure from the USA**.....
- g) enclosing the documents to be returned to Protocol:
 - US State Department ID card(s).....
 - United Nations building pass(es).....
 - US Department of State Tax Exemption Card(s).....

Note: Please ensure that both dates (departure from the Mission and departure from the USA) are accurately stated in your **SG.8** form.

V - Interns' registration³: US Department of State Policy regarding visa requirement

NOTE: Observer Offices interns must obtain a United States visa appropriate to full-time Observer Offices personnel

12. Registration of Interns from outside the United States

G-2 visa status (*the intern should secure this visa status prior to the registration process*)

12.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) stating name, functional title and exact duration of internship.....

12.2. Registration form SG.5

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....

12.3. **Photo:** one (1)

(passport size, in colour, taken within last six months)

12.4. **Passport**

- a) with applicable visa type.....

12.5. **Printed I-94** (*Please see pg. 10 for link to form I-94*).....

12.6. **UN building pass form SG.32**

- a) duly completed.....
- b) signed by the head of chancery or Principal administrative officer.....
- c) displaying the Mission's official seal.....

13. Registration of Interns already in the United States

F-1 visa status (*student*)

*A currently matriculated, full-time student on valid F-1 status may be eligible to participate in an internship program while retaining his/her visa status, provided that the individual's program permits that type of training (form I-20). If the student does not plan to continue his/her studies full-time during the internship, then – at the time of registration, the Permanent Mission must request a change of visa status. For exceptional cases, please consult the **United States Mission Accreditations Section**.*

13.1. Cover letter

- a) addressed to the Chief of Protocol.....
- b) signed by the head of chancery or Principal administrative officer.....

³ Interns must be at least 18 years of age at the time of registration with the Protocol and Liaison Office.

- c) stating name, functional title and duration of internship.....
- 13.2. **Registration form SG.5**
 - a) duly completed.....
 - b) signed by the head of chancery or Principal administrative officer.....
 - c) displaying the Mission’s official seal.....
- 13.3. **Photo:** one (1).....
(passport size, in colour, taken within last six months)
- 13.4. **Passport**
- 13.5. **Printed I-94** (*Please see pg. 10 for link to form I-94*).....
- 13.6. **Copy of form I-20**
- 13.7. **For students granted Optional Practical Training (OPT) status:** a copy of his/her valid employment authorization card or his/her approval notice (form I-797) from the *United States Citizenship and Immigration Service*.....
- 13.8. **UN building pass form SG.32**
 - a) duly completed.....
 - b) signed by the head of chancery or Principal administrative officer.....
 - c) displaying the Mission’s official seal.....

J-1 visa status (*exchange visitor*)

*An exchange visitor may be eligible to participate in an internship program while retaining his/her visa status, provided that the individual’s program permits that type of training (form DS-2019). If the exchange visitor’s program does not allow for an internship at the Permanent Mission, please consult the **United States Mission Accreditations Section**.*

- 13.9. **Cover letter**
 - a) addressed to the Chief of Protocol.....
 - b) signed by the head of chancery or Principal administrative officer.....
 - c) stating name, functional title and duration of appointment.....
- 13.10. **Registration form SG.5**
 - a) duly completed.....
 - b) signed by the head of chancery or Principal administrative officer.....
 - c) displaying the Mission’s official seal.....
- 13.11. **Photo:** one (1).....
(passport size, in colour, taken within last six months)
- 13.12. **Passport**
- 13.13. **Printed I-94** (*Please see pg. 10 for link to form I-94*).....
- 13.14. **Copy of form DS-2019 or DS-7009**.....
- 13.15. **An original letter** from the exchange visitor’s program sponsor, indicating the sponsor’s approval of the internship. The letter should indicate the start and end dates of the internship.....
- 13.16. **UN building pass form SG.32**
 - a) duly completed.....
 - b) signed by the head of chancery or Principal administrative officer.....
 - c) displaying the Mission’s official seal.....

VI- PROCEDURE FOR TEMPORARY MEETINGS

eAccreditation

Permanent missions, observer offices, specialized agencies and associate members of regional commissions are requested to inform the Protocol and Liaison Service about the forthcoming arrival of members of official delegations and/or support staff who will attend meetings of United Nations organs at Headquarters by following the **eAccreditation** procedure: go to <https://eaccreditation.un.int>

VII - ABOUT LETTERS AND NOTES VERBALES

(a) Letters: Information related to personnel matters like: movements, appointments, promotions, departures, renewal of passes, etc., as well as any personnel movement and changes, should be announced in a letter [**not a note verbale**].

Any official communication containing important information regarding the Governments of Member States should also be communicated in a letter by the head of the mission.

(b) Notes verbales: are only used to communicate routine administrative matters other than personnel matters. They should be addressed to the Protocol and Liaison Service and should bear the official seal and the initials of the responsible officer.

VIII – CHANGE OF VISA STATUS

14. Required forms

14.1. Submit US immigration forms:

- a) **I-566** (two originals).....
- b) **I-539** (one original).....
- c) **DS-1648** (confirmation page printout).....

NOTE: You can print the copy of your I-94 FORM on the following link:
<http://www.CBP.gov/I94>