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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

PRO/NV/2016/e-Accreditation/2

The Chief of Protocol of the United Nations presents his compliments to the Permanent Representatives/Observers to the United Nations and Heads of Specialized Agencies stationed in New York, and has the honour to remind them of the following updates to the e-Accreditation system.

Starting in September 2015, missions and offices have had the option to submit photographs of members of their delegations along with their online accreditation requests. Please note that photographs submitted in this fashion must adhere to the following requirements:

- 1) All photos must be in .JPG format. No other format will be recognized.
- 2) All photos must be passport-style, i.e. a recent (six months old or less) picture of the delegate's head and shoulders (front view) on a plain white background.
- 3) All photos must be between 600 and 1200 pixels in area. This is to ensure sufficient resolution for the delegate's face to be recognized.
- 4) The file size of the image must be less than 240 KB. Larger files cannot be imported into the system.

If the photo submitted is not usable by the Pass and ID Unit, then the photo will be rejected and the delegate will be required to visit the Pass and ID Unit in person to have their photograph taken. For security purposes, the Pass and ID Unit will not allow delegations to bring in flash drives containing the photos of their delegations, and the Protocol and Liaison Service will not be in a position to accept resubmissions of e-Accreditation requests that have already been approved.

The Chief of Protocol of the United Nations avails herself of this opportunity to renew to the Permanent Representatives to the United Nations the assurances of his highest consideration.

