



UNITED NATIONS PROTOCOL AND LIAISON SERVICE

Room S-0200 • Tel: +1 (212) 963-7181 (Registration to meetings) • Email: unprotocol@un.org

Registration guidelines for accredited intergovernmental organizations (IGOs) away from New York

1. Temporary registration (request for UN grounds pass) is a separate exercise necessary for participants, namely **official delegations*** of states, accredited intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations, who require access to United Nations Headquarters in New York to attend **UN official calendar meetings****. Participants are kindly reminded that registration to the conference/meeting organizers would not automatically grant access to UN Compound and the following registration procedure must be followed in order to obtain a UN grounds pass.
2. Registration of delegations of accredited intergovernmental organizations (IGOs) is carried out by the Protocol and Liaison Service. Access to UN Compound will only be granted to those in possession of a valid UN grounds pass. For registration to official calendar meetings taking place at United Nations Headquarters, representatives of accredited IGOs should follow the procedure below.

a) Accredited IGOs already registered with the “eRegistration” system

- ❖ Inform the Protocol and Liaison Service in writing of the composition of delegation (with names, functional titles and affiliations) attending the specific UN official calendar meeting at United Nations Headquarters. The letter should be stamped and signed by the head of the organization, then send it to the Protocol and Liaison Service by email to unprotocol@un.org. Please specify the name of the organization in the subject line.
- ❖ log on to the “eRegistration” system via <https://delegate.un.int> and complete an online registration form for each member of the delegation. Review and verify the details and submit to the Protocol and Liaison Service.

b) Accredited IGOs not registered with the “eRegistration” system

(Associate members of the regional commissions should follow the same procedure below)

- ❖ Inform the Protocol and Liaison Service in writing of the composition of delegation (with names, functional titles and affiliations) attending the specific UN official calendar meeting at United Nations Headquarters. The letter should be stamped and signed by the head of the organization;
- ❖ Provide in the letter **a name** and **an official email address** of the focal point of the organization to receive the registration approval notifications; (gmail, hotmail, aol, yahoo, etc. are not accepted.)
- ❖ Attach an SG.6 form (application form for temporary grounds pass) for each member of the delegation; the SG.6 form(s) must be duly completed, stamped and signed by the head of chancery or administrative officer. The form(s) must be submitted together with the covering letter in one attachment to the office of Protocol and Liaison Service by email to unprotocol@un.org. Please specify the name of the organization in the subject line. The SG.6 form can be found on the Protocol website at <http://protocol.un.org> under “Registration → Forms”.

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** prior to the start date of the meeting or the grounds passes.
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 Unit to have a photograph taken for their ground pass. The approval notification and their passport or government issued photo ID must be presented in order to obtain their grounds 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) along with a copy of delegate's passport (bio page). The representative collecting the pass(es) must be in possession of a valid United Nations grounds pass and from the same organization.
8. For a delegate whose photograph in the system of the Pass and ID Unit is older than five (5) years and a new photograph was not attached to the online application, he/she must report in person to the Pass and ID Unit for a new photograph to be taken, upon presentation of a valid passport or government issued photo ID and a printed copy of this approval email in order to obtain the UN grounds pass.
9. The United Nations Pass and ID Unit is located at 320 East 45th Street, Ground Floor, New York, NY 10017 (Tel: +1 (212) 963-7533). Normal office hours are Monday through Friday, from 9:00 am to 4:00 pm, except for days prior to and during the high-level week and the general debate in September, working hours may be extended.

**** Official delegations refer to "members of official delegations" appointed by their governments or organizations as "official representatives" in the meetings. "Invited guests" of delegations (not official representatives) will not be registered by the Protocol Office and should not be included in the official delegations.***

***** UN official calendar meetings refer to mandated meetings listed in <http://conf.un.org> or in the UN daily journal. [UN official calendar meetings do not include side events, seminars, training courses/workshops, receptions and exhibitions organized by missions/organizations/UN entities. For access to these events held at UN Headquarters in New York, please contact the organizers directly.]***