



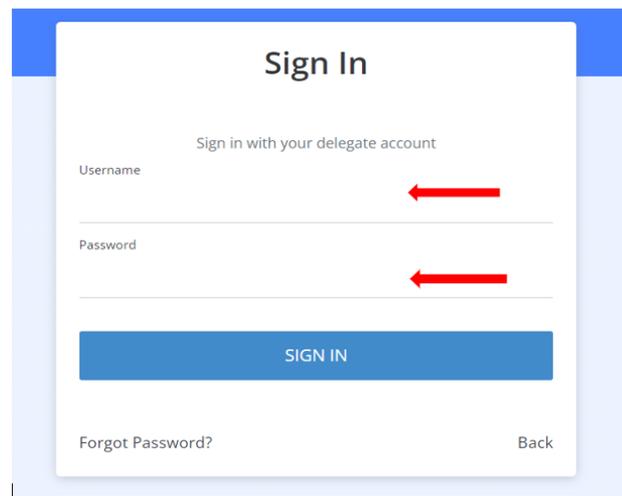
## PROTOCOL AND LIAISON SERVICE - DGACM

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

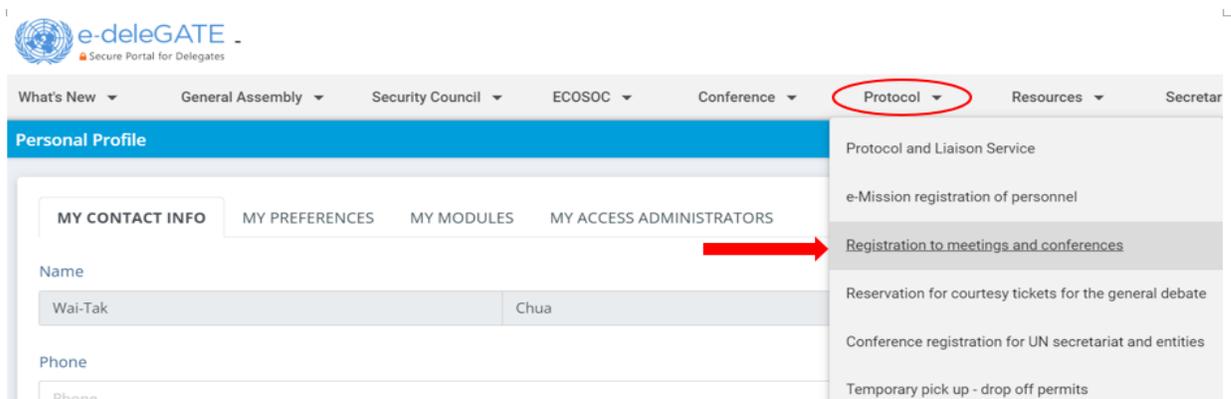
### Guidelines on using “eRegistration” system

➤ **How to use the “eRegistration” system to submit a request for a UN grounds pass or a VVIP/VIP pass?**

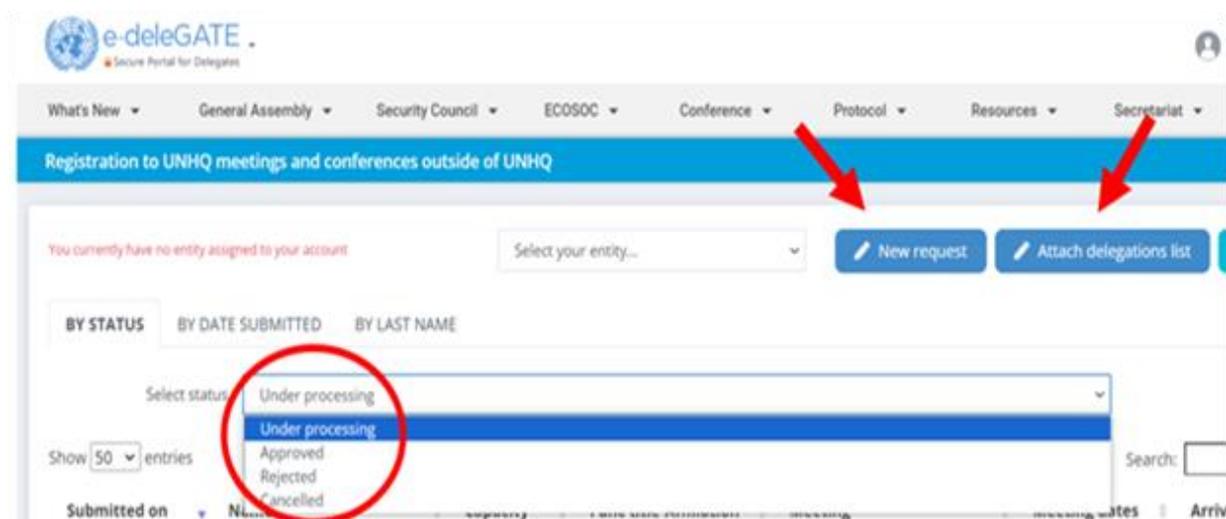
- 1) Log on to the “eRegistration” system through the edeleGATE portal at: <https://edelegate.un.int>; *[We recommend using “google chrome” or “firefox” on most laptops and “Safari” on other electronic devices.]*
- 2) Enter your login credentials (user ID and password); *[The email address you registered with the “eRegistration” system is your user ID. If you forgot your password, please click the “forgot password” button and a new password will be sent shortly.]*



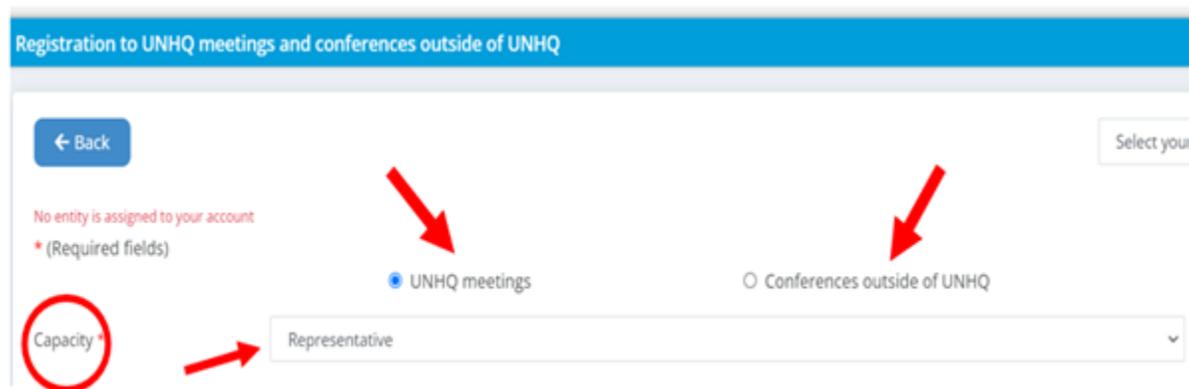
- 3) Go to the heading “Protocol” and bring down the menu, select “Registration to meetings and conferences”



- 4) You will be taken to the “**front page**” of the eRegistration system. Here you can do the following:
  - a. Use the “**New Request**” button to open a new application form to submit a new pass request.
  - b. Use the “**Attach delegation list**” button to upload a supporting document to a specific meeting (i.e. credentials, notes verbales, or official delegation lists) in the system.
  - c. Access the folders “Under Processing”, “Approved”, “Rejected” and “Cancelled” to **monitor or keep track of new/processed requests**.



- 5) To start a new request, click on “New request”, then select “capacity” to open a new application form. Be sure to select the correct meeting venue: “UNHQ meetings” or “Conferences outside of UNHQ”.



- 6) In the new application form, under “**Meeting Information**” select the meeting title in the dropdown menu under the appropriate category. Upcoming UN meetings/conferences are pre-programmed in the system with the duration of the meetings already pre-set. Some meetings may require the users to fill in the blanks (e.g. Security Council meetings, Bilateral meetings and Other UN meetings).

**MEETING INFORMATION**

Please select meeting \* UN Calendar of conferences and meetings-New York

Please select meeting title \*

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**DELEGATE DETAILS**

Title \* } Commission on the Limits of the Continental Shelf, Fifty-eight session (Subcommissions)  
 Commission on the Limits of the Continental Shelf, Fifty-eight session (Plenary part)  
 Commission on the Limits of the Continental Shelf, Fifty-eight session (Subcommissions)  
 Ad Hoc Committee to Elaborate a Comprehensive International Convention on Countering the Use of Information and Communication Technologies  
 Executive Board of UNDP/UNFPA/UNOPS, Second regular session

First name (Prénom) \*

7) Next section is “**Delegate details**”. All fields with “\*” are mandatory.

**DELEGATE DETAILS**

Title \*

First name (Prénom) \*

Last name (Nom de famille) \*

Functional title \*

Affiliation \*

Is this person government official \*  Yes  No

Please attach communication from Mission confirming official capacity + Choose

- a. **First and Last Name:** The full name of the delegate must be consistent with those on the passports and US visas. In the case where the first or last name must be left blank, please put “a period” [.]
- b. **“Functional” title and Affiliation** must be properly specified, for example:

**Functional title:** Minister for Foreign Affairs  
**Affiliation:** Ministry of Foreign Affairs

**Please do not use acronyms and abbreviations** (e.g. FM, HS, MOFA, FCDO, etc.). Affiliations other than “ministries” or “office of the President/Prime Minister” must be specific and should indicate if it is a government office/agency. For subsidiary agencies/institutes/offices, please be sure to include the parent organization\* (see below).

**Functional title:** Deputy Chairman of Thematic Geospatial Information  
**Affiliation:** Geospatial Information Agency, Ministry of National Development Planning\*

- c. **Non-government officials:** Pass requests for non-government officials who have been appointed by a government as official representatives in a specific meeting, such as representatives from NGOs, civil society, private sector, etc. must be supported by official credentials or a letter with the official delegation list from the head of mission/chancery (with official seal/stamp). The supporting document must be uploaded directly to each application form of these representatives. Select “NO” under the field “...government official”, then use the browser to upload the supporting document. The same requirement also applies to GA-accredited IGOs or specialized agencies and related organizations.

## DELEGATE DETAILS

Title \*

First name (Prénom) \*

Last name (Nom de famille) \*

Functional title \*

Affiliation \*

Is this person government official \*  Yes  No

Please attach communication from Mission

8) **Attachments** (photographs, copies of passports/visas and supporting documents), if applicable:

- a. **Photograph attachments** must follow the specifications of photo requirements provided by the UN Pass and ID Unit office (see attached Annex). In general, basic requirements are (1) coloured photo; (2) .jpeg file format (.pdf format is not acceptable); (3) Photograph must be taken within the last 6 months; (4) Front view, full face; (5) White background.

If a photo is not uploaded in the online application form, the delegate must visit the Pass and ID Unit in person to have a photo taken. Missions/offices are **strongly** encouraged to provide a digital photograph (coloured and .jpeg format), date of birth, and passport information of the delegates in order to avoid long queues in the Pass and ID Unit.

Please note that a valid photograph is a mandatory requirement for pass requests for the **VIP group** (Deputy Prime Ministers, Cabinet Ministers, Speakers of Parliaments, Heads of GA-accredited IGOs, Heads of specialized agencies and related organizations, and their spouses). Only pass requests for the **VVIP group** (Heads of State/Government, Vice-Presidents, Crown Princes/Princesses, and their spouses) do not require photographs.

- b. **Copies of passports and visas** or alien cards/US passports must be attached at the time of submission for pass requests for supporting staff, including freelance interpreters or interpreters hired locally.
- c. **Supporting documents** for non-government officials, please refer to para. 7c.

Are you a US citizen \*  No

Port of Entry into the US \* New York

Arrival date \* dd/mm/yyyy

Departure date \* dd/mm/yyyy

Date of birth (dd/mm/yyyy) dd/mm/yyyy

Passport - country of issuance \*  With photo  Without Photo

Passport number \*

Photo

Special accessibility needs

- 9) **Review** carefully, verify the information, check the confirmation box, and **submit** the application by selecting one of these two options:
  - a. If finished and to log out, please select the first blue button “Submit to UN Protocol and Liaison Service”.
  - b. To continue with additional requests for members of the delegation attending the same meeting, please select the second blue button “Submit to UN Protocol and Liaison and Create another request for the same meeting”. A new application form will open up with the same meeting already selected, then select the capacity, skip the “Meeting Information” and jump to “Delegate details”.

➤ **What to expect after submission?**

- 1) An automated receipt will be emailed to the authorized user who submitted the request(s) indicating successful transmission. Depending on the volume of the pass requested submitted, it may be sent once or twice a day.
- 2) The online submissions will be received in the Protocol and Liaison Office for review and processing, which will require at least two (2) working days. It will take more time for processing in the days prior to and during the high-level weeks of the General Assembly and other high-level conferences/summits.
- 3) Upon approval by the Protocol Office, a UN grounds pass will be issued to the delegate. The authorized users (focal point and backups) will receive via email an approval notification. This notification contains a unique reference number, the name of the delegate, the country/organization name, his/her capacity, the duration authorized, and the meeting title.
- 4) The data and photo attachment of the approved request will automatically be transmitted to the Pass and ID Unit the next working day (weekend not included) upon approval by the Protocol Office. Please be reminded that pass requests submitted without photographs will require the delegates to visit the Pass and ID Unit in person to have a photograph taken, except for VVIP/VIP groups.
- 5) Requests requiring verification or missing information will be rejected with a reason/explanation via email to the focal point and backup(s). Such requests may be re-submitted with the requested information for approval by the Protocol Office.

➤ **When and where passes will be issued (for in-person participation only)?**

- 1) The approval notification is the actual authorization slip which should be printed and presented to the Pass and ID Unit for issuance of UN grounds pass.
- 2) The Pass and ID Unit is located at 320 East 45th Street, New York, NY 10017, USA (Tel: +1 (212) 963-7533). The hours of operation are 9 a.m. to 4 p.m., Monday through Friday, except for UN holidays.
- 3) **UN Grounds passes (blue passes)** are issued by the UN Pass Office as early as five (5) days prior to the start date approved by the Protocol Office and specified in the approval notification.
- 4) **VVIP/VIP passes** (white passes) are issued by the Protocol Office and may be collected in Room S-0200 three (3) days prior to the start date of VIP pass.

- 5) First-time visiting delegates (request submitted without photograph) must appear in person in the Pass and ID Unit along with a copy of the approval notification together with a government photo ID or a passport. The delegate will then be photographed and issued a UN grounds pass.
- 6) First-time visiting delegates (request submitted with photograph) may visit the Pass and ID Unit in person to collect his/her UN grounds pass along with a copy of the approval notification together with a government photo ID or a passport.
- 7) If photographs of the approved delegates have been uploaded to the system, their UN grounds passes may be collected by a representative (with valid UN grounds pass) of the mission in their absence, upon presentation of copies of the approval notifications and copies of the passport bio-page of the delegates.

➤ **Special attention**

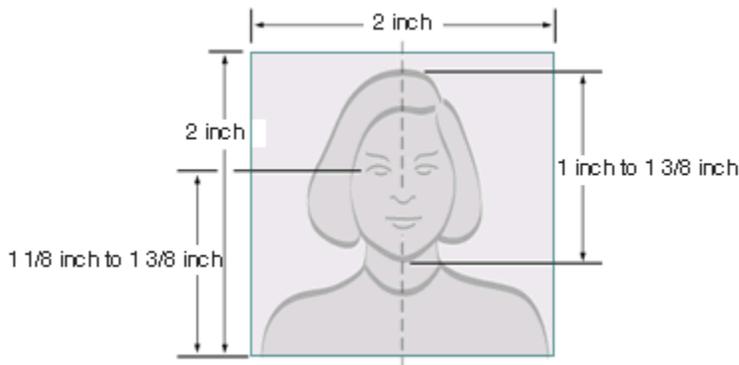
- 1) Please do not log on to the “edeleGATE portal” and your generic mission “un.int” email account through the same browser at the same time. These two applications have a single sign-on feature, they should not be opened at the same time in the same browser. If two applications must be opened at the same time, please use different browsers.
- 2) All online applications take at least two (2) working days for review and processing. Delay is anticipated prior to high-level meetings/conferences, especially prior to and during the high-level weeks and the general debate of the General Assembly in September. Deadlines for registration will be imposed on these occasions.
- 3) Authorized users (missions’ focal points and backups) of the eRegistration system are responsible for monitoring the activities in the system under their accounts. Please be reminded not to share your login ID and password with anyone who is not designated by the head of your mission.
- 4) Update photo attachments: If the photograph submitted online has been rejected by the Pass and ID Unit, you may update or change the photo in the system and re-submit to the Pass Office. To do so, please log on to the eRegistration system, retrieve the application in question under “Approved”, select the “update photo” button on top, then upload the new photograph and save. The new photograph will be transmitted to the Pass Office the following day.
- 5) Cancel an online request: An online application that is still pending in the “Under processing” folder (not yet approved by the Protocol Office) may be cancelled by the authorized users of the missions/offices. To do so, please log on to the eRegistration system, retrieve the application in question under “Processing”, select the “Cancel” button on top, then confirm and submit. Please take a moment to review before you submit the cancellation. Once it is cancelled, the request cannot be reinstated. Note that under no circumstances should an authorized user submit a second/duplicate request for a delegate for the same meeting without consulting the Protocol Registration focal point. Submitting duplicate requests causes glitches in the system of the Pass and ID Unit. An old request must be cancelled first before a new request for the same person and the same meeting is submitted.
- 6) Please do not submit online requests via the eRegistration system for side events organized by missions and UN entities, as well as training, seminars, workshops, exhibitions, and receptions. These events are NOT handled by the Protocol Office. Please contact the hosts or organizers for access to UNHQ for these events.

## ANNEX

### Photograph specifications

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
- File Format The image must be in JPEG file format
- File Size The image must be less than or equal to 240 kB (kilobytes).
- Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
  - Taken in clothing that you normally wear on a daily basis:
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
  - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

#### Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo