



## **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 to apply for eRegistration account**

*[eRegistration account is offered only to permanent missions to the United Nations in New York, Intergovernmental organizations and entities accredited with the General Assembly, as well as United Nations specialized agencies and related organizations.]*

To apply for an eRegistration account, please follow the procedures below:

- a) Submit a **letter** (not a note verbale) to the Chief of Protocol, requesting an account of the eRegistration system.
  - **For Permanent/Observer missions with an office in New York:** the letter must be stamped and signed by the Permanent Representative or the Permanent Observer.
  - **For Specialized Agencies and related organizations with an office in New York:** the letter must be stamped and signed by the head of the Liaison Office to the United Nations, or by the head of the organization.
  - **For organizations without an office in New York:** the letter must be stamped and signed by the head of the organization.
- b) Complete an **SG.39 form** (see attached Annex). A fillable SG.39 form can be found on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>. The form should be typed (not hand-written) and must be stamped and signed by the head of the mission/office/organization. All fields are mandatory, including mobile phone numbers. For organizations away from New York, only the official email of the designated users with the organization's email domain is accepted. Public email domains, such as Gmail, Yahoo, AOL, Hotmail, etc. are not acceptable.
- c) Submit the letter and SG.39 form (**both must be stamped and signed by the head of the mission/office/organization**) in one package to the Protocol Office by email to [unprotocol@un.org](mailto:unprotocol@un.org). The review and processing time will take at least 3-4 days.
- d) Upon review and approval by the Protocol Office, the designated users will receive an email with a login credential (password) to log on to the registration system via the eDelegate Portal (<https://edelegate.un.int>). For detailed instructions on how to submit registration requests via the eRegistration system, please refer to the "Guidelines on using the eRegistration system" at <https://www.un.org/dgacm/en/content/protocol/meetings>.
- e) To request changes for eRegistration users, please follow the same procedure a) to d) above.

**Note:** Each mission/office/organization is allowed up to three (3) eRegistration users who must be permanent/registered staff of the missions/offices/organizations. **Temporary staff, consultants, interns, messengers or chauffeurs, etc. are not acceptable.**



Protocol and Liaison Service  
United Nations

Permanent Mission of :

or

Observer Mission of :

or

Liaison Office of the Specialized Agency of :

This is to confirm that the following focal point and backups have been designated as the “eRegistration” authorized users of the mission/liaison office responsible for making registration requests and handling registration-related matters. The mission/liaison office is fully responsible for notifying the Protocol and Liaison Service of any changes to the users/backups with immediate effect.

Please check : [ ] NEW [ ] REVISION

(A) FOCAL POINT

Name:

Functional title at the mission/office:

Email address:

(Generic email of the mission/organization is not accepted.)

Telephone number:

(work)

(mobile)

(B) BACKUP USERS (in the absence of the above and at least one back up is required)

1. Name:

Functional title at the mission/office:

Email address:

(Generic email of the mission/organization is not accepted.)

Telephone number:

(work)

(mobile)

2. Name: *(optional)*

Functional title at the mission/office:

Email address:

(Generic email of the mission/organization is not accepted.)

Telephone number:

(work)

(mobile)

Signature: \_\_\_\_\_

Name:

\_\_\_\_\_  
Permanent Representative/Observer  
to the United Nations or Head of  
Organization/Specialized Agency

\_\_\_\_\_  
(official seal/stamp)