

UN Protocol and Liaison Service (PLS) / Workshop in Registration Processes

Registration, termination, building pass issuance and renewal  
**Checklist for Members of Permanent Missions and Observer Offices,  
Intergovernmental Organizations and  
Specialized Agencies**

## 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 **scanned** documents should be uploaded in the **eMission platform** of the Protocol and Liaison Service. All documents should be in PDF format (except for photographs) and labelled with brief and proper file names. Each document should not be combined as one attachment. Photographs should be in JPG or JPEG format and should also be labelled with brief and proper file names. The forms are available at our website: [un.org/dgacm/en/content/protocol](http://un.org/dgacm/en/content/protocol).

*Please note that Citizens of the United States of America also need to provide scanned copies of their passport's biographical information page.*

*Please note further that Permanent Residents in the USA also need to submit scanned copies of their passport's biographical information page **plus** scanned copies of the front and back sides of their Permanent Resident Card, also known as the "green card".*

*Note: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

### 1. Registration of Diplomatic Personnel

#### 1.1. Cover letter<sup>1</sup>

- a) addressed to the Secretary-General.....
- b) signed by the Permanent Representative or *Chargé d'Affaires, a.i.* (full name and title printed below signature).....
- c) on official letterhead and displaying Mission's official seal .....
- d) stating full name, diplomatic rank, functional title and date of appointment.....
- e) requesting the corresponding diplomatic privileges and immunities.....
- f) stating order of precedence at the Mission.....
- g) requesting the adjustment of visa status, if applicable.....

- #### 1.2. Electronic Photos (.JPG or .JPEG format): (passport size, in colour, taken within past six months).....
- a) diplomat: one (1).....
  - b) spouse: one (1).....

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<sup>1</sup> 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*.

- c) children: one (1) each.....
- d) household employee(s): one (1) each.....

### 1.3. Passport

**(scanned color copies of the (a) Passport biographical information page, (b) Passport cover page, (c) U.S. customs admission stamp page, and (d) U.S. visa page)**

#### Diplomatic

- a) principal.....
- b) family members residing with the principal<sup>2</sup>.....

#### Regular

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

### 1.4. Copy of the I-94

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

***Reminder: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.***

## 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 (full name and title printed below signature).....
- c) on official letterhead and displaying Mission's official seal .....
- d) stating name, functional title and date of appointment.....

**2.2. Electronic Photos (.JPG or .JPEG format):** one (1) for each person (passport size, in colour, taken within last six months).....

### 2.3. Passport

**(scanned color copies of the (a) Passport biographical information page, (b) U.S. customs admission stamp page, and (c) U.S. visa page)**

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

### 2.4. Copy of the I-94

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

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<sup>2</sup> If in possession of other (non-diplomatic) passports, family members should also submit scanned copies of passports to the Protocol and Liaison Service through unprotocol@un.org at the time of registration.

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

### 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) full name and title of signing officer printed below signature.....
- d) displaying the Mission’s official seal.....
- e) stating name of employee, occupation and date of employment.....

#### 3.2. Electronic Photos (.JPG or .JPEG format): one (1) (passport size, in colour, taken within last six months) ).....

#### 3.3. Passport

***scanned*** color copies of the (a) Passport biographical information page, (b) U.S. customs admission stamp page, and (c) U.S. visa page).....

#### 3.4. Copy of the I-94 .....

#### 3.5. Copy of the employment contract *in English*.....

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

### 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. Internships are 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 the Visa Waiver Program.

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

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

### **From outside the United States**

**G-2 visa status** (*the intern should secure this visa status prior to arrival in the United States of America*)

#### 4.1. Cover letter

- a) addressed to the Chief of Protocol.....
  - b) signed by the Head of Chancery or Principal administrative officer.....
  - c) full name and title of signing officer printed below signature.....
  - d) displaying the Mission's official seal.....
  - e) stating name, functional title and exact duration of internship.....
  - f) stating start date and end dates of internship .....
- 4.2. **Electronic Photos (.JPG or .JPEG format): 1 (one)** (passport size, in colour, taken within last six months).....
- 4.3. **Passport**  
**(*scanned* color copies of the (a) Passport biographical information page, (b) U.S. customs admission stamp page, and (c) U.S. visa page)**
- a) with applicable visa type.....
- 4.4. **Copy of the I-94**.....

*Reminder: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

## **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**.*

### 4.5. **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 internship.....
  - d) stating start date and end dates of internship .....
- 4.6. **Electronic Photo (.JPG or .JPEG format): one (1)** (passport size, in colour, taken within last six months) .....
- 4.7. **Passport (*scanned* color copies of the (a) Passport biographical information page, (b) U.S. customs admission stamp page, and (c) U.S. visa page)**.....
- 4.8. **Copy of the I-94**.....
- 4.9. **Copy of form I-20** .....
- 4.10. **For students who have not yet graduated and is currently matriculated as a full-time student:** a scanned copy of the original letter from the school, indicating the approval of the internship. The letter should indicate the start and end dates of the internship at the mission.....
- 4.11. **For students granted Optional Practical Training (OPT) status:** a copy of front and

back sides of their valid employment authorization card or their approval notice (form I-797) from the *United States Citizenship and Immigration Service*.....□

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

**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 or DS-7002).*

*If the exchange visitor's program does not allow for an internship at the Permanent Mission, please consult the **United States Mission Accreditations Section**.*

**4.12. 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..... □
- d) stating start and end dates of internship ..... □

**4.13. Electronic Photo (.JPG or .JPEG format):** one (1) (passport size, in colour, taken within the last six months) .....□

**4.14. Passport (scanned color copies of the (a) Passport biographical information page, (b) U.S. customs admission stamp page, and (c) U.S. visa page) ..... □**

**4.15. Copy of the I-94..... □**

**4.16. Copy of form DS-2019 or DS-7002..... □**

**4.17. A scanned copy of the 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..... □

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

## **II – Changes and Movements of Personnel**

All missions and offices are requested to promptly notify the Protocol and Liaison Service, in a scanned **letter** (not in a **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 (*accompanied by a copy of the marriage certificate*), change of address and official telephone number, change of name (*accompanied by scanned colour copies of new and old passports' biographical information pages and other legal documents, if any*), etc.

**Reminder:** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

### III – UN Grounds Passes Issuance and Renewal

A United Nations grounds pass is required for entry into the United Nations 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 grounds pass is contingent upon completion of all requirements for registration as stated in SECTION I Registration. For Diplomatic Personnel see page 1 and for Administrative, Technical and Support Staff see page 2.*

***Reminder:** DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

#### 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.....
- c) full name and title of signing officer printed below signature.....
- d) displaying the Mission's official seal.....

***Reminder:** DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

#### 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, a.i.*.....
- c) stating name and requesting the pass.....

##### 7.2. UN grounds pass form **SG.38**

- a) duly completed.....
- b) signed by the Head of Chancery or Principal administrative officer.....
- c) full name and title of signing officer printed below signature.....
- d) displaying the Mission's official seal.....

***Reminder:** DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents for Former PRs should be emailed to [unprotocol@un.org](mailto:unprotocol@un.org).*

#### 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) full name and title of signing officer printed below signature.....
  - d) displaying the official seal of the Office or Organization.....
  - e) stating name, functional title and expiration date of contract.....
- 8.2. UN grounds pass forms SG.34 and SSS.73**
- a) duly completed.....
  - b) signed by the Head of Chancery or Principal administrative officer.....
  - c) full name and title of signing officer printed below signature.....
  - d) displaying the official seal of the Office or Organization.....
- 8.3. Electronic Photo (.JPG or .JPEG format):** one (1) (passport size, in colour, taken within last six months).....
- 8.4. Copy of employment contract**.....

***Reminder: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be emailed to unprotocol@un.org.***

## **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) full name and title of signing officer printed below signature.....
- d) displaying the official seal of the Office or Organization.....
  
- e) stating name and functional title and expiration date of contract.....

### **9.2. UN grounds pass form SG.34**

- a) duly completed.....
- b) signed by the Head of Chancery or Principal administrative officer.....
- c) full name and title of signing officer printed below signature.....
- d) displaying the official seal of the Office or Organization.....

### **9.3. Copy of employment contract**.....

***Reminder: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be emailed to unprotocol@un.org.***

## **10. Lost Passes**

### **10.1. Cover letter**

- a) addressed to Chief of Protocol.....
- b) signed by the Head of Chancery or Principal administrative officer.....
- c) full name and title of signing officer printed below signature.....
- d) displaying the official seal of the Mission/Office/Organization.....

### **10.2. For Specialized agencies only: UN grounds pass form SG.34**

- a) duly completed.....

- b) signed by the Head of Chancery or Principal administrative officer.....
- c) full name and title of signing officer printed below signature.....
- d) displaying the official seal of the Mission/Office/Organization.....

10.3 *For Specialized agencies only:* **UN Safety and Security Service lost grounds pass report form**

- a) duly completed .....
- b) signed by the applicant.....

***Reminder:*** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

*For Specialized agencies only:* ***Reminder:*** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be emailed to [unprotocol@un.org](mailto:unprotocol@un.org).*

## 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.

***Reminder:*** *DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

## 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.....
- c) signed by the Head of Chancery or Principal administrative officer.....
- d) full name and title of signing officer printed below signature.....
- e) **stating the date of end of duty from the Mission**.....
- f) **stating the date of departure from the USA**.....
- g) enclosing scanned copies of documents to be returned to the United Nations Pass and ID Unit and the US mission:
  - United Nations grounds pass(es).....
  - US State Department ID card(s).....
  - US Department of State Tax Exemption Card(s).....
  - US Department of State Driver License card(s), if any.....
  - US Employment Authorization Card(s) of dependents, if any.....



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

**Note:** Originals of the US State Department issued cards should be returned to the US mission directly. Originals of the UN grounds pass should be returned to the United Nations Pass and ID Unit directly.

***Reminder:** DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

## V – PROCEDURE FOR REGISTRATION OF DELEGATES FOR MEETINGS

### eRegistration

Permanent missions, observer offices, offices of specialized agencies and related organizations, as well as 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 official meetings of United Nations organs at Headquarters and to request access passes for members of the delegations via the **eRegistration** system available through the e-deleGATE portal at <https://delegate.un.int/> by following the registration guideline at <https://www.un.org/dgacm/en/content/protocol/meetings>.

## VI - 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.

For more information about letters and note verbales, kindly consult our Manual of Protocol.

***Reminder:** DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.*

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## VII – CHANGE OF VISA STATUS

### 12. Required forms

#### 12.1. Submit US immigration forms

The following forms are to be submitted directly to the US mission (not through UN Protocol). Kindly contact the US mission for guidance on how to submit.

- a) **I-566** (scanned).....
- b) **I-566A** (scanned) (for dependents).....
- c) **I-539** (scanned).....
- d) **DS-1648** (scanned confirmation page printout).....

#### ***NOTES:***

*Please allow a minimum of 2 business days for grounds pass forms to be authorized electronically by the Protocol and Liaison Service.*

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