



PROTOCOL AND LIAISON SERVICE - DGACM

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

Guidelines on eRegistration for accredited intergovernmental organizations (IGOs) and entities away from New York

1. Temporary registration (request for UN grounds pass) is a separate exercise necessary for participants, namely **official delegations*** of states, intergovernmental organizations accredited with the General Assembly, 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 meeting hosts/organizers would not automatically grant access to UN premises 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 (Protocol Office). Access to UN premises 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

- ❖ Log on to the “eRegistration” system via <https://delegate.un.int>. At the bottom of the front page of the eRegistration system, use the browser to upload a letter (not a note verbale) from the head of the organization to the Chief of Protocol informing 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;
- ❖ Proceed to the next page and complete an online registration form for each member of the delegation. Review and verify the details and submit to the Protocol office.
- ❖ For detailed “Guidelines on the eRegistration system”, please refer to the Protocol website at <https://protocol.un.org/dgacm/pls/site.nsf/AboutAccreditations.xsp>.

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

(Associate members of the regional commissions and accredited intergovernmental organizations on ad-hoc basis should follow the same procedure below)

- ❖ Submit a letter (not a note verbal) to the Chief of Protocol informing 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 acceptable.)
 - ❖ Complete an SG.6 form (see attached Annex) for each member of the delegation; the form(s) must be duly completed, **stamped and signed** by the head of chancery or administrative officer. The SG.6 form in electronic version can be found on the Protocol website at <https://protocol.un.org/dgacm/pls/site.nsf/Registration.xsp> (under “Registration → Forms”).
 - ❖ Send the letter and the SG.6 form(s) together as one attachment to the Protocol Office by email to unprotocol@un.org. Please specify the name of the organization in the subject line.
 - ❖ 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.
3. Once the registration requests (online via eRegistration system or paper-form via email) are received in the Protocol Office, they will be reviewed and authorized. The focal points 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 their departure for New York.
 4. Upon arrival in New York, members of the delegation may proceed directly to the Pass and ID Unit along with the approval notification and their passport or government issued photo ID to process their grounds pass.
 5. The United Nations Pass and ID Unit is located at 320 East 45th Street, 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.
 6. Please also check out the “Frequently Asked Questions” for all eRegistration related matters at <https://protocol.un.org/dgacm/pls/site.nsf/AboutAccreditations.xsp>.

Note:

* 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.]

Annex

PLEASE TYPE OR PRINT ONLY



PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS TO TEMPORARY MEETINGS

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a building pass to _____

who will participate in the meeting of _____
Delegate's date and port of entry in the U.S.: _____
(d/m/y)

Departure date: _____
(d/m/y)

Occupation in the sending State: _____

SIGNATURE _____

NAME (please type/print) _____
Head of Chancery/Administrative Officer

OFFICIAL SEAL

New York _____
(day/month/year)

APPLICATION FOR UNITED NATIONS BUILDING PASS

NAME	COUNTRY/ORG
MEETING	

In the capacity of:

Head of Del. <input type="checkbox"/>	Rep. <input type="checkbox"/>	Alt. Rep. <input type="checkbox"/>	Adviser <input type="checkbox"/>	Expert <input type="checkbox"/>	Interpreter <input type="checkbox"/>	Spouse <input type="checkbox"/>	**Staff <input type="checkbox"/>
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FOR PROTOCOL USE ONLY

Expiration date: _____

Signature _____
(Approving Officer)

Code: GD DE AD PS PC OS OC