



PROTOCOL AND LIAISON SERVICE - DGACM

Room S-0200 • Tel: +1 (212) 963-7181 (Registration to meetings) • Email: 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, United Nations specialized agencies and related organizations.]

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

- a) Submit a letter (not a note verbale) to the Chief of Protocol, requesting an account of eRegistration system. For missions/offices with an office in New York: the letter must be stamped and signed by the head of mission, namely: permanent representative or 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 office. For organizations without an office in New York: the letter must be stamped and signed by the head of organization.
- b) Complete the SG.39 form (see attached Annex), which can be found on the protocol website at <https://protocol.un.org/dgacm/pls/site.nsf/AboutAccreditations.xsp> under “Meetings”. The form must also be stamped and signed by the head of the mission/office/organization. All fields are mandatory, including mobile phone number. For organizations away from New York, only the organization official email addresses of the designated users (e.g.@**un.org**) are accepted. Personal emails (e.g. gmail, yahoo, aol, hotmail, etc.) are not acceptable.
- c) Both the letter and SG.39 form (originals) must be submitted/mailed to the Protocol Office for review and processing (Address: Protocol and Liaison Service – DGACM, United Nations, 405 East 42nd Street, Room S-0200, New York, NY 10017, USA). Organizations out of New York should email an advance copy of the package to the Protocol Office at unprotocol@un.org and mail the originals to the Protocol Office.
- d) Upon review and approval by the Protocol Office, the designated users will receive an email with a log-in credential (password) to log on to the eRegistration system via the eDelegate Portal (<https://delegate.un.int>). For detailed “Guidelines on eRegistration system”, please visit <https://protocol.un.org/dgacm/pls/site.nsf/AboutAccreditations.xsp> under “Meetings”.

Note: Each mission/office/organization is allowed up to three accounts for three designated users. Missions and offices are reminded that eRegistration accounts are issued only to permanent/registered staff of the missions/offices/organizations. **Temporary staff, consultants, interns, messengers or chauffeurs, etc. are not acceptable and will not be considered.**



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 “eAccreditation” authorized users of the mission/liaison office responsible for making accreditation requests and to handle accreditation related matters. The mission/liaison office is fully responsible for notifying the Protocol and Liaison Service of any changes of 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 backup 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)