

UNITED NATIONS



NATIONS UNIES

PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

PRO/NV

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations.

In accordance with the guidance provided by the Secretary-General, the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) is currently obligated to work remotely. Therefore, any communication addressed to the Protocol and Liaison Service should be submitted by e-mail only to **unprotocol@un.org**.

Scanned colour copies of the signed and stamped necessary forms, as well as of necessary documents (such as passport biometrical and visa pages, permanent resident cards, employment authorizations), electronic color pictures etc. necessary for the issuance of grounds passes, registration with the host country, changes of status, terminations, etc. should be attached to the respective e-mail. In addition, a contact telephone number and e-mail address for a contact person must be included so that missing information can be requested. For further information on required documents, please refer to the checklist posted in the Protocol and Liaison Service website, which can be found at: <https://protocol.un.org/dgacm/pls/site.nsf/Registration.xsp>. The website of the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) will be updated with more details.

The requirement to only submit electronic applications and documentation to the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) also applies to first-time registration of mission personnel and other issues involving the host country. Passports and supporting documents may still have to be submitted in hard copy to the host country mission. Information about the applicable procedures will be circulated directly by the host country.

All Permanent Missions and Observer Offices
to the United Nations and Liaison Offices
of Specialized Agencies and related organizations
New York

UN Grounds badges for personnel of Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations, can be obtained at the Pass and ID Unit of the Department for Safety and Security upon presentation of an official photo ID and after having received the electronic approval of the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) .

Parking permit application forms can be requested directly from the Garage Administration by sending an email to garage-admin@un.org. Application forms are now to be submitted directly to the Garage Administration for processing.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and Liaison offices of the Specialized Agencies and related organizations the assurances of its highest consideration.

