

## 快速指南

### 一. eMission

#### 1. 外交衔级

- 大使
- 公使
- 公使衔参赞
- 参赞
- 一等秘书
- 二等秘书
- 三等秘书
- 随员
- 助理随员

\* 请注意：顾问不属于外交衔级。

#### 2. 职称

- 常驻代表
- 副常驻代表
- 新闻官
- 财务官
- 秘书
- 接待员
- 行政助理
- 司机
- 实习生
- 口译员

关于顾问，需说明哪类顾问。不能仅填“顾问”。例如，可填写：

- 军事顾问
- 第一委员会事务顾问
- 等等……

#### 3. 护照类型

- 外交护照
- 公务护照
- 普通护照

提醒事项：个人住址不是指常驻团/办事处地址。

### 二. 信息更新类型

#### 1. 变动

- 地址
- 晋升
- 移民状况
- 职称
- 改名
- 延长合同
- 电话号码(常驻代表/副常驻代表)
- 常驻联合国代表团地址
- 婚姻状况

#### 2. 更正

- 地址
- 移民状况
- 职称
- 姓名
- 关系
- 出生日期

## 快速指南 表格

常驻联合国代表团/观察员办事处工作人员  
联合国出入证(表 SG.32):

前常驻代表联合国出入证(表 SG.38):

FORM SG.32	
UNITED NATIONS	
REQUEST FOR UNITED NATIONS GROUNDS PASS FOR MEMBERS OF PERMANENT MISSIONS OR OBSERVER OFFICES	
ISSUANCE <input type="checkbox"/> RENEWAL <input type="checkbox"/> DUPLICATE <input type="checkbox"/> PROMOTION <input type="checkbox"/>	
COUNTRY/ORGANIZATION: _____	
PRINCIPAL'S NAME:	(First Name) (Last Name)
DIPLOMATIC RANK / FUNCTIONAL TITLE:	
NAME OF SPOUSE (Diplomas Only)	(First Name) (Last Name)
Head of Chancery / Principal Administrative Officer:	(Please print name)
SIGNATURE:	
DATE OF REQUEST: (day/month/year)	
REQUIRED DATES:	Expiration of Current Pass Desired Expiration of Pass to be Issued
Official seal of Mission/Organization	
DO NOT MAKE ANY ENTRIES BELOW THIS LINE (For Protocol use only)	
Expiration date:	
Signature:	Date:
Code: PR <input type="checkbox"/> DPR <input type="checkbox"/> GO <input type="checkbox"/> DE <input type="checkbox"/> PG <input type="checkbox"/> AD <input type="checkbox"/>	
PS <input type="checkbox"/> PC <input type="checkbox"/>	OS <input type="checkbox"/> OC <input type="checkbox"/>

NO MODIFICATION TO THIS FORM IS ALLOWED. MODIFIED FORMS WILL NOT BE ACCEPTED

SG.32 (4-14)

FORM SG.38	
UNITED NATIONS	
REQUEST FOR UNITED NATIONS GROUNDS PASS FOR FORMER PERMANENT REPRESENTATIVES	
ISSUANCE <input type="checkbox"/> RENEWAL <input type="checkbox"/> DUPLICATE <input type="checkbox"/>	
COUNTRY: _____	
PRINCIPAL'S NAME:	(First Name) (Last Name)
POSITION:	FORMER PERMANENT REPRESENTATIVE
NAME OF SPOUSE	(First Name) (Last Name)
Head of Chancery / Principal Administrative Officer:	(Please print name)
SIGNATURE:	
DATE OF REQUEST: (day/month/year)	
Official seal	
NOTE: This form must be accompanied by a signed letter from the current Permanent Representative or Charge d'affaires, a.i.	
DO NOT MAKE ANY ENTRIES BELOW THIS LINE (For Protocol use only)	
Expiration date:	
Signature:	Date:
Code: Former Permanent Representative	

NO MODIFICATION TO THIS FORM IS ALLOWED. MODIFIED FORMS WILL NOT BE ACCEPTED

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