QUICK GUIDE

I. Registration Form SG.5

- 1. <u>Diplomatic Ranks</u>
 - Ambassador
 - Minister
 - Minister Counsellor
 - Counsellor
 - First Secretary
 - Second Secretary
 - Third Secretary
 - Attaché
 - Assistant Attaché

*Please note: Adviser is not a Diplomatic Rank

2. Functional Titles

- Permanent Representative
- Deputy Permanent Representative
- Press Officer
- Financial Officer
- Secretary
- Receptionist
- Administrative Assistant
- Driver
- Intern
- Interpreter

For Advisers, type should be specified. "Adviser" only is not acceptable, examples::

- Military Adviser
- Adviser on First Committee Matters
- etc. ...

3. Passport Types

- Diplomatic
- Official/Service
- Regular/Ordinary

Reminder: Private address is <u>not</u> the Mission/Office address.

II. Types of Information Updates

1. Changes

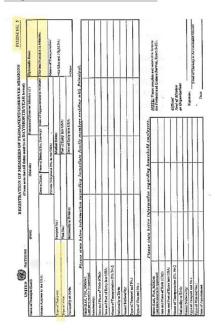
- Address
- Promotion
- Immigration Status
- Functional Title
- Change of Name
- Extension of Contract
- Phone Number (PR/DPR)
- Permanent Mission's Address
- Marital Status

2. Corrections

- Address
- Immigration Status
- Functional Title
- Name
- Relationship
- Birth Date

QUICK GUIDE FORMS

Registration (Form SG.5):



<u>UN Grounds Pass Issuance for</u> <u>Mission/Observer Office Staff (Form SG.32):</u>

i.		FLEEM SG 3
	UNTIED (1) NATIO	INS
	POR UNITED NATIONS IS OF PERMANENT/OB	
ISSUANCE	RENEWAL	DUPLICATE
COUNTRY/ORGANIZATION	:	
PRINCIPAL'S NAME:		
	(first)	(Lat)
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Head of Chancery / Administrative Officer:	V-117	
-	(Plea	e print nume)
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REQUIRED DATES:		
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(For Protocol use only)		
Expiration date:		
Signature:	Date:	
a. t. cm	an ne ne	

Termination (Form SG.8):

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PERMANENT/OBSERVER MISSION	NOF:		
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Mons of transportation:	ret.	ht No.:	
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U.S. State Department Tax Even United Nutices Beibling Pass, N NOTE: DPL Horne Plates. Department's Information (family and)	oz skould be reterne	d to Poreign Missions	Витемя
If a Dependent is not departing with	h their Principa	l, please provide an es	planation above
	SIGNATURE		
	SIGNATURE	Signature of H Chancery/Administra	
	New York,		alve Officer
Official seal		Chancery/Administra	silve Officer

UN Grounds Pass Issuance for Former Permanent Representative (Form SG.38):

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		UNITED (2)	NATIONS			
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	ISSUANCE_	RENEWAL	DUI	LICATE_		
COUNTRY:	*					
PEINCIPAL'S	NAME:					
		(7k	m)		(LAID)	
POSITION WITHIN MISSION:		FORMER PERMANENT REPRESENTATIVE				
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(For Protocol as	rooly)					
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