

QUICK GUIDE

I. Registration Form SG.5

1. Diplomatic Ranks

- 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 not 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):

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

 UNITED NATIONS	
REQUEST FOR UNITED NATIONS BUILDING PASS FOR MEMBERS OF PERMANENT/OBSERVER MISSIONS	
ISSUANCE _____	RENEWAL _____
DUPLICATE _____	
COUNTRY/ORGANIZATION: _____	
PRINCIPAL'S NAME: _____	
(first) (last)	
DIPLOMATIC / FUNCTIONAL TITLE: _____	
NAME OF SPOUSE: (if spouses Only) _____	
(first) (last)	
Head of Chancery / Administrative Officer: _____	
(Please give name)	
SIGNATURE: _____	
DATE OF REQUEST: _____ (dd/mm/yyyy)	
REQUIRED DATES: _____	
Expiration of Current Pass	Desired Expiration of Pass to be Issued
_____ Official seal of Mission / Organization	
(For Protocol use only)	
Expiration date: _____	
Signature: _____	Date: _____
(Please Office)	
Code: GL DB AD PS PC OS OC	

Termination (Form SG.8):

FORM NO. 10



UNITED NATIONS

**NOTIFICATION OF FINAL DEPARTURE OF MEMBERS OF PERMANENT/
OBSERVER MISSIONS TO THE UNITED NATIONS**

PERMANENT/OBSERVER MISSION OF: _____

PRINCIPAL'S NAME: _____

(Last) (First) (Initials)

Title and Function of Principal: _____
 Date of final departure from the Mission: _____
 Date of final departure from the United States: _____
 Port of embarkation: _____

Means of Transportation

1. Address: _____ Flight No.: _____
 2. Other: _____

Documents returned to Principal

1. U.S. State Department Identification Card, No.: _____
 2. U.S. State Department Tax Exemption Card, No.: _____
 3. United Nations Building Card, No.: _____

NOTE: DPL license Photo should be returned to Foreign Missions Bureau.

Deputy's Information (Please include household addresses of Principal)

If a member is not departing with their Principal, please provide an explanation above

SIGNATURE: _____

Signature of Head of
 Embassy/Consulate Office


New York, _____

DATE (day/month/year) _____

 Official seal

Note: This form should be filled out and returned by the Permanent and Observer Missions, before 5:00 p.m. Eastern Standard Time, upon the termination or just departure of each member of the Permanent Mission, the Observer Mission, the Observer Liaison Office.

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

<div>FORM 563</div>	
<div>UNITED  NATIONS</div>	
<div>REQUEST FOR UNITED NATIONS BUILDING PASS FOR FORMER PERMANENT REPRESENTATIVES</div>	
ISSUANCE _____	RENEWAL _____
DUPLICATE _____	
COUNTRY: _____	
PRINCIPAL'S NAME: _____	(Print) _____ (Last)
POSITION WITHIN MISSION: _____	FORMER PERMANENT REPRESENTATIVE
NAME OF SPOUSE: _____	(Print) _____ (Last)
<div>Head of Chancery / Administrative Officer: _____</div> <div>(Phone print name)</div>	
SIGNATURE: _____	
DATE OF REQUEST: _____	(dd/mm/yyyy)
Official seal	
(For Protocol use only)	
Expiry date: _____	
Signature: _____	Date: _____
(Leave Blank)	
Code: Former Permanent Representative	