

## QUICK GUIDE

### I. eMission

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#### 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

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- 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

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- Diplomatic
- Official/Service
- Regular/Ordinary

Reminder: Private address is not the Mission/Office address.

### II. Types of Information Updates

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#### 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

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

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

FORM SG.32	
<b>REQUEST FOR UNITED NATIONS GROUNDS PASS FOR MEMBERS OF PERMANENT MISSIONS OR OBSERVER OFFICES</b>	
ISSUANCE <input checked="" 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: (Diplomats 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	
<b>DO NOT MAKE ANY ENTRIES BELOW THIS LINE</b>	
<b>(For Protocol use only)</b>	
Expiration date:	
Signature: _____	Date: _____
<small>Liaison Officer</small>	
Code: PR <input type="checkbox"/> DPR <input type="checkbox"/> GO <input type="checkbox"/> DE <input type="checkbox"/> PO <input type="checkbox"/> AD <input type="checkbox"/>	
FS <input type="checkbox"/> PC <input type="checkbox"/> OS <input type="checkbox"/> OC <input type="checkbox"/>	

FORM SG.38	
<b>REQUEST FOR UNITED NATIONS GROUNDS PASS FOR FORMER PERMANENT REPRESENTATIVES</b>	
ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> DUPLICATE <input type="checkbox"/>	
COUNTRY: _____	
PRINCIPAL'S NAME:	(First Name) (Last Name)
POSITION:	<b>FORMER PERMANENT REPRESENTATIVE</b>
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	
<b>NOTE: This form must be accompanied by a signed letter from the current Permanent Representative or Chief of Affairs, S.I.</b>	
<b>DO NOT MAKE ANY ENTRIES BELOW THIS LINE</b>	
<b>(For Protocol use only)</b>	
Expiration date:	
Signature: _____	Date: _____
<small>Liaison Officer</small>	
Code: Former Permanent Representative	