

## 快速指南

### 一. 登记表 SG.5

#### 1. 外交官衔

- 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：顾问不是外交官衔

#### 2. 职位名称

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

如为顾问，应具体说明是什么顾问。不能仅填写“顾问”二字，例如，应填写：

- 军事顾问
- 第一委员会事项顾问
- 等等。

#### 3. 护照类型

- 外交护照
- 公务护照
- 普通护照

提示：不能将私人地址用作代表团/办事处地址。

### 二. 信息更新类型

#### 1. 改动

- 地址
- 晋升
- 入境身份
- 职位名称
- 改名
- 合同延长
- 电话号码(常驻代表/常驻副代表)
- 常驻代表团地址
- 婚姻状况

#### 2. 更正

- 地址
- 入境身份
- 职位名称
- 姓名
- 亲属关系
- 出生日期

# 快捷指南 表格

## 登记(表 SG.5)

## 终止(表 SG.8)

FORM SG-8

 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) \_\_\_\_\_ (Middle)

---

**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. Airline: \_\_\_\_\_ Flight No.: \_\_\_\_\_  
 2. Other: \_\_\_\_\_

---

**Documents retained in Protocol:**  
 1. U.S. State Department Identification Card, No.: \_\_\_\_\_  
 2. U.S. State Department Tax Exemption Card, No.: \_\_\_\_\_  
 3. United Nations Bidding Pass, No.: \_\_\_\_\_

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

---

**Dependent's Information (Indicate under household members of Principal):**

---



---



---



---



---



---

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

**SIGNATURE:** \_\_\_\_\_ **Signature of Head of  
Chancery/Administrative Office**

New York, \_\_\_\_\_ DATE (day/month/year)

**代表团/观察员办事处人  
员联合国出入证发放表  
(表 SG.32)**

 <b>UNITED NATIONS</b>	<span style="float: right;">BUFGM SG-3</span>	
<b>REQUEST FOR UNITED NATIONS BUILDING PASS FOR MEMBERS OF PERMANENT/OBSERVER MISSIONS</b>		
<b>ISSUANCE</b>	<b>RENEWAL</b>	<b>DUPPLICATE</b>
<b>COUNTRY/ORGANIZATION:</b> _____		
<b>PRINCIPAL'S NAME:</b> _____ <span style="float: right;">(First) _____ (Last) _____</span>		
<b>DIPLOMATIC / FUNCTIONAL TITLE:</b> _____		
<b>NAME OF SPOUSE: (Diplomat Only)</b> _____ <span style="float: right;">(First) _____ (Last) _____</span>		
Head of Chancery / Administrative Officer: _____ <span style="float: right;">(Please print name)</span>		
<b>SIGNATURE:</b> _____ <span style="float: right;">(Please print name)</span>		
<b>DATE OF REQUEST:</b> [Initials/Title] _____		
<b>REQUIRED DATES:</b> _____ <span style="float: right;">Expiration of Current Pass _____</span>		
General Explanation of Pass to be issued _____		

前常驻代表联合国  
出入证发放表  
(表 SG.38)

FORM 5.G.


**UNITED NATIONS**

**REQUEST FOR UNITED NATIONS BUILDING PASS  
FOR FORMER PERMANENT REPRESENTATIVES**

ISSUANCE  RENEWAL  DUPLICATE

COUNTRY: \_\_\_\_\_

PRINCIPAL'S NAME: \_\_\_\_\_

(Last)

(Last)

POSITION WITHIN  
MISSION: \_\_\_\_\_

FORMER PERMANENT REPRESENTATIVE

NAME OF SPOUSE: \_\_\_\_\_

(First)

(Last)

Head of Chancery /  
Administrative Officer: \_\_\_\_\_

(Please print name)

SIGNATURE: \_\_\_\_\_

DATE OF REQUEST:  
(Indicate year)

\_\_\_\_\_