

MINI-GUIDE

I. Formulaire d'enregistrement SG.5

1. Rangs diplomatiques

- Ambassadeur(drice)
- Ministre
- Ministre conseiller(ère)
- Conseiller(ère) (Counsellor)
- Premier(ère) secrétaire
- Deuxième secrétaire
- Troisième secrétaire
- Attaché(e)
- Attaché(e) [Assistant(e)]

*Veuillez noter que la fonction de conseiller(ère) (Adviser) n'est pas un rang diplomatique.

2. Titres fonctionnels

- Représentant(e) permanent(e)
- Représentant(e) permanent(e) adjoint(e)
- Attaché(e) de presse
- Fonctionnaire des finances
- Secrétaire
- Réceptionniste
- Assistant(e) administratif(ve)
- Conducteur(trice)
- Stagiaire
- Interprète

Pour la fonction de conseiller(ère) (Adviser), veuillez préciser le domaine d'expertise :

- Conseiller(ère) militaire
- Conseiller(ère) pour les questions relevant de la Première Commission
- etc.

3. Type de passeport

- Diplomatique
- Officiel/De service
- Régulier/Ordinaire

Rappel : L'adresse personnelle doit être différente de l'adresse professionnelle ou de celle de la Mission.

II. Mise à jour des données personnelles

1. Changements

- Adresse
- Avancement
- Statut d'immigration
- Titre fonctionnel
- Nom
- Prorogation de contrat
- Numéro de téléphone (RP/RPA)
- Adresse de la Mission permanente
- Situation de famille

2. Corrections

- Adresse
- Statut d'immigration
- Titre fonctionnel
- Nom
- Lien de parenté
- Date de naissance

MINI-GUIDE FORMULAIRES

Enregistrement (formulaire SG.5) :

FORM SG.5

UNITED NATIONS

REGISTRATION OF MEMBERS OF PERMANENT/OBSERVER MISSIONS
(Those with the old address need to be RE-REGISTERED/RE-ENREGISTRER)

Country/Organization: _____

Principal's Name: _____

Diplomatic / Functional Title: _____

Name of Spouse: _____
(Spouse Only)

Head of Chancery / Administrative Officer: _____
(Please print 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: _____
Leave Office

Code: GD DB AD FS FC OS OC

Cessation de l'activité (formulaire 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: _____

Title and function of Principal: _____

Date of final departure from the Mission: _____

Date of final departure from the United States: _____

Port of embarkation: _____

Modes of transportation:

1. Airline: _____ Flight No.: _____

2. Other: _____

Documents returned to Protocol:

1. U.S. State Department Identification Card, No.: _____

2. U.S. State Department Tax Exemption Card, No.: _____

3. United Nations Building Pass, No.: _____

NOTE: DPL License Photos should be returned to Foreign Missions Bureau.

Dependent's Information (Name and/or 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 Officer

New York, _____
DATE (dd/mm/yyyy)

Official seal

Note: This form should be filled out and returned to the Protocol and Liaison Service, Room 5200, United Nations, New York, upon the termination or final departure of each Member of the Permanent Mission, Observer Party and their household members.

Délivrance de la carte d'identité ONU au personnel administratif des missions permanentes/d'observation (formulaire SG.32) :

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: _____

Diplomatic / Functional Title: _____

Name of Spouse: _____
(Spouse Only)

Head of Chancery / Administrative Officer: _____
(Please print 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: _____
Leave Office

Code: GD DB AD FS FC OS OC

Délivrance de la carte d'identité ONU aux anciens représentants permanents (formulaire SG.38) :

FORM SG.38

UNITED NATIONS

REQUEST FOR UNITED NATIONS BUILDING PASS FOR FORMER PERMANENT REPRESENTATIVES

ISSUANCE RENEWAL DUPLICATE

Country: _____

Principal's Name: _____

Position within Mission: _____
FORMER PERMANENT REPRESENTATIVE

Name of Spouse: _____

Head of Chancery / Administrative Officer: _____
(Please print name)

Signature: _____

Date of Request: _____
(dd/mm/yyyy)

Official seal

(For Protocol use only)

Expiration date: _____

Signature: _____ Date: _____
Leave Office

Code: Former Permanent Representative