Instructions for requesting media passes through the e-deleGATE portal (https://edelegate.un.int/)

All requests for media passes should be submitted via e-Registration at least 24 hours in advance. After receiving the approval email, please allow two hours for processing before visiting the Pass and ID Unit. Media representatives from outside the host country are expected to have the appropriate visa or work authorization. All media representatives must read, accept and abide by the Media Access Guidelines.

1. Select **Registration to meetings and conferences**, under the **Protocol** menu.

2. Select **New request**
3. Select **UNHQ meetings** for media passes to UNHQ New York OR **Conferences outside of UNHQ** for passes to UN conferences at other locations serviced by the Media Accreditation and Liaison Unit.

![Registration to UNHQ meetings and conferences outside of UNHQ](image)

4. **(A)** Select **Media** from the **Capacity** pull down menu (UNHQ meetings)

![Registration to UNHQ meetings and conferences outside of UNHQ](image)

**OR**

**(B)** Select **Media** from the **Capacity** pull down menu (Conferences outside of UNHQ)

![Registration to UNHQ meetings and conferences outside of UNHQ](image)
5. Type the purpose of visit (VIP visit coverage, UNGA, Security Council meeting, etc.), dates of visit, applicant's personal details.

6. Select the **Functional title** from pull down menu. Important to note if it is the official photographer or official videographer of the delegation. For **Media organization**, type the employing media outlet or the government office for official photographer and official videographer.
7. Upload the Note Verbale from the Mission, with name of the media personnel, organization, dates and purpose of visit.

8. Confirm that the media personnel will abide by the media access guidelines by checking the box.

9. Click on **Submit to UN Media Accreditation and Liaison Unit**. MALU will review and an email notification will be sent to the eRegistration Focal Points.