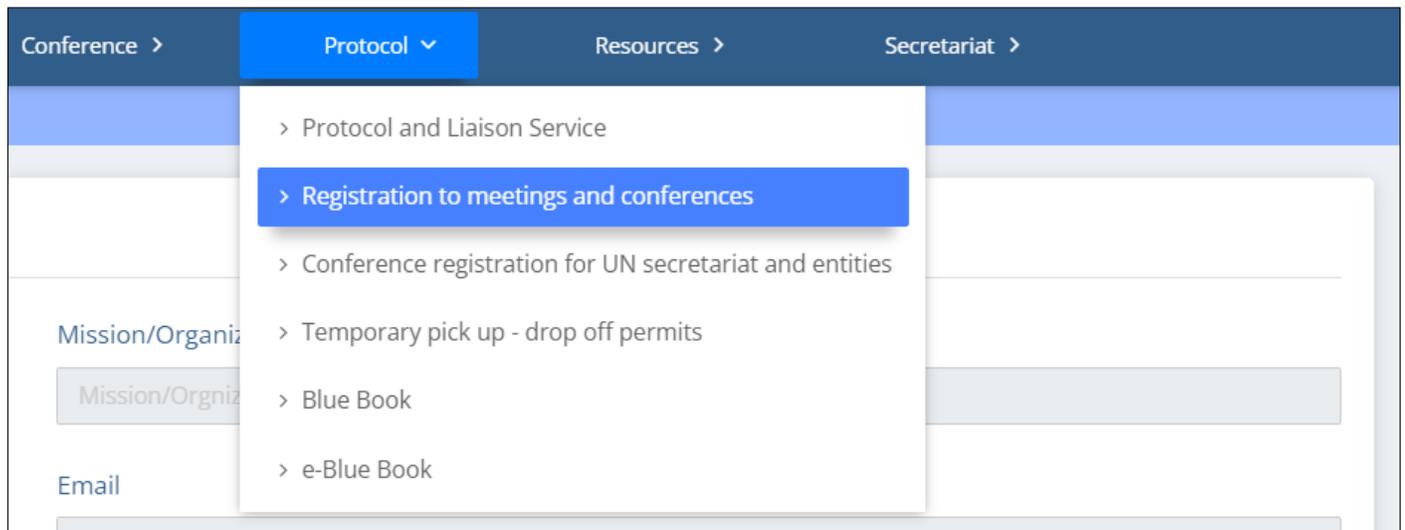


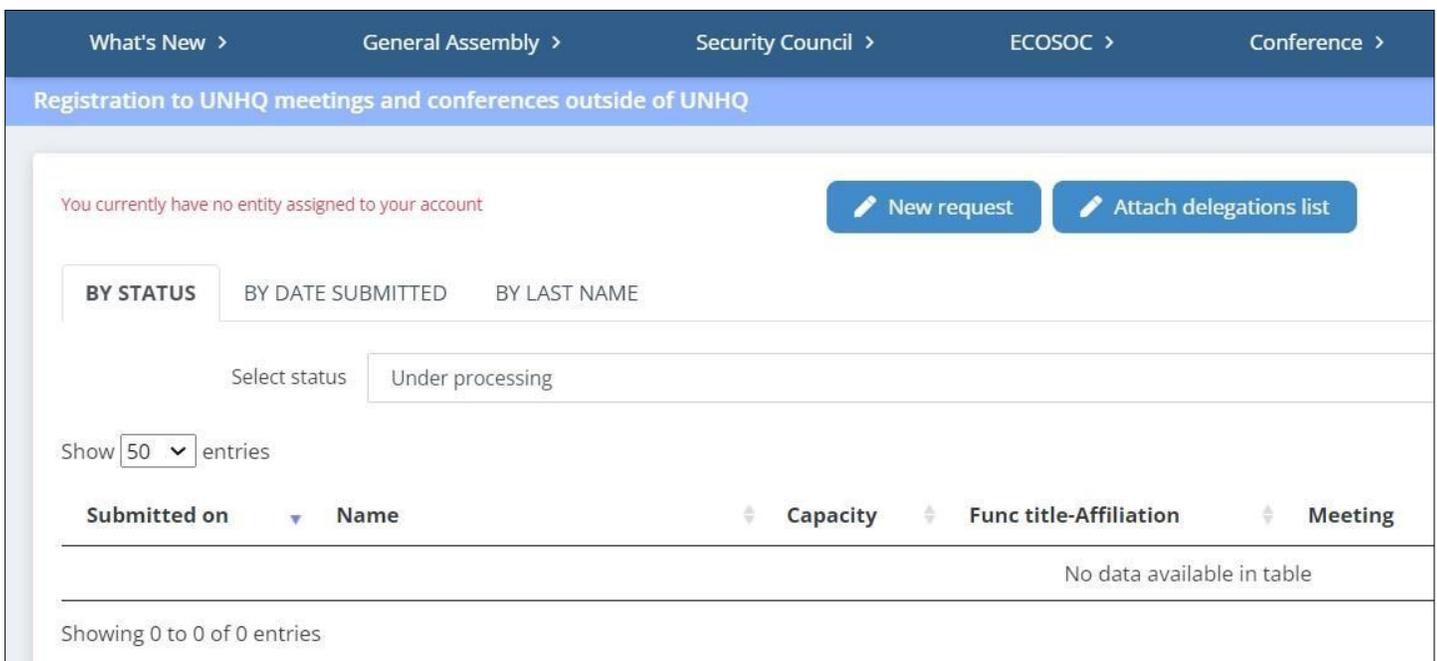
Instructions for requesting media passes through the [e-deleGATE](https://edelegate.un.int/) portal (<https://edelegate.un.int/>)

All requests for media passes should be submitted via e-Registration at least 48 hours in advance. After receiving the approval email, please allow at least one business day to process 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

The screenshot shows a web interface for registration. At the top, there is a navigation bar with links: What's New >, General Assembly >, Security Council >, ECOSOC >, Conference >, and Protocol >. Below this is a header for "Registration to UNHQ meetings and conferences outside of UNHQ". A blue "Back" button is on the left. A red message states "You currently have no entity assigned to your account". Below this, there are two radio buttons: "UNHQ meetings" (which is selected) and "Conferences outside of UNHQ". A "Capacity" field with an asterisk is shown as an empty text box.

Please note, only the official photo/video of the delegation and accompanying journalists require media passes. For spokesperson, press attaché, speech writer, etc. apply for a delegation pass.

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

This screenshot is similar to the previous one, but the "Capacity" dropdown menu is open. The menu lists various roles: VIP or spouse of VIP, VIP as Head of Delegation, Head of Delegation, Representative, Alternate Representative, Adviser, Expert, Interpreter, Spouse, Staff or freelance/local interpreter, Security, and Media. The "Media" option is highlighted in blue. The "UNHQ meetings" radio button remains selected.

OR

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

This screenshot is similar to the previous one, but the "Conferences outside of UNHQ" radio button is selected. The "Capacity" dropdown menu is open, showing a different list of roles: Head of Organization or spouse of Head of Organization, Head of delegation, Observer delegate, Security, and Media. The "Media" option is highlighted in blue.

5. Type the purpose of visit (VIP visit coverage, UNGA, Security Council meeting, etc.), dates of visit, applicant's personal details.

What's New > General Assembly > Security Council > ECOSOC > Conference > Protocol > Resources >

* Photo in JPEG format for passes longer than 5 days and General Debate; if no photo is uploaded, one will be taken in person at Pass Office
All media members must read, accept and abide by the Guidelines on Media Access at United Nations Headquarters (posted here)

PURPOSE OF VISIT

Purpose of visit *

Assignment start date * dd/mm/yyyy

Assignment end date * dd/mm/yyyy

MEDIA PERSON DETAILS

Gender *

First name (Prénom) *

Middle name

Last name (Nom de famille) *

Phone (country-area code-number) *

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.

What's New > General Assembly > Security Council > ECOSOC > Conference > Protocol > Resources >

Family *

Phone (country-area code-number) *

e-Mail *

Functional title *

Media organization *

Street *

City *

Zip code *

Date of birth (dd/mm/yyyy): *

Passport - country of issuance *

Official photo
Official video
Reporter
Producer
Technician
Correspondent
Editor
Photographer
Director
Cameraperson
Other

7. Upload copy of media representative's passport ID page. Upload the Note Verbale from the Mission, with name of the media personnel, organization, dates and purpose of visit. Upload photo in JPEG format (if photo is required but not uploaded or does not meet specifications, one must be taken in person).

What's New > General Assembly > Security Council > ECOSOC > Conference > Protocol > Resources >

name *

Emergency contact - last name *

Emergency contact - phone (country-area-number) *

Note Verbale *

Photo

NOTIFICATIONS

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

[CLICK HERE TO READ GUIDELINES ON MEDIA ACCESS AT UNITED NATIONS HEADQUARTERS](#)

I, XXXX, on behalf of, confirm that the above-named is an official media representative, who is designated to cover the above-listed events, and has agreed to abide by the Guidelines on Media Access at United Nations Headquarters

Submit to UN Media and Accreditation Liaison Unit

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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. After receiving the approval email, please allow at least one business day for processing before visiting the Pass and ID Unit.