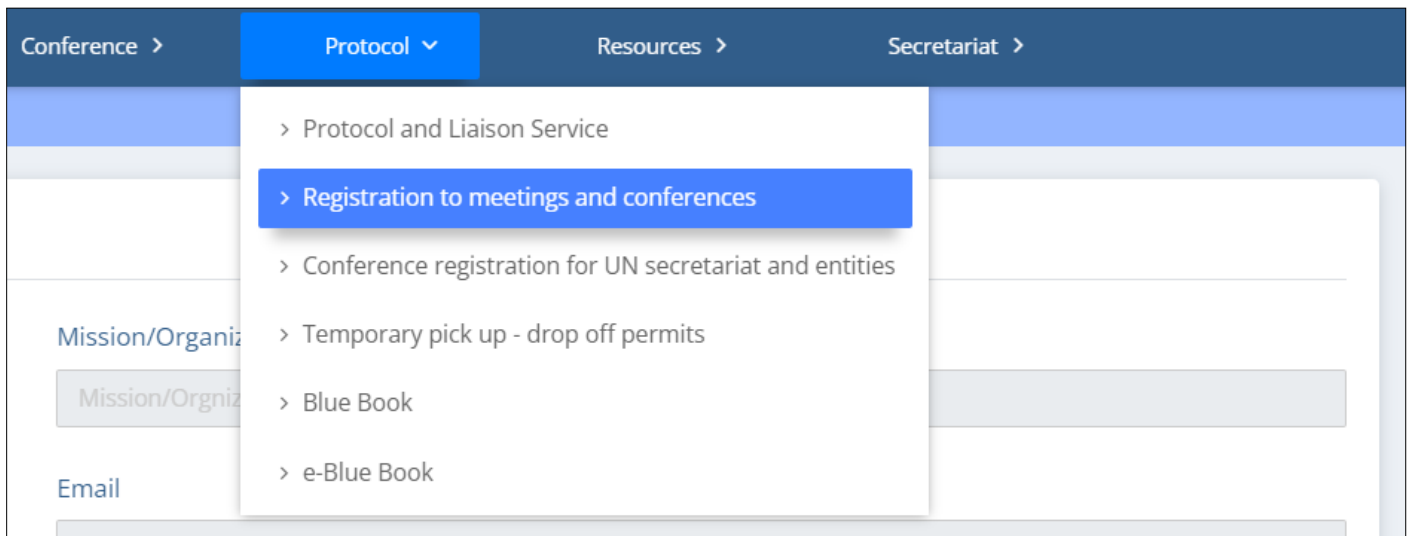


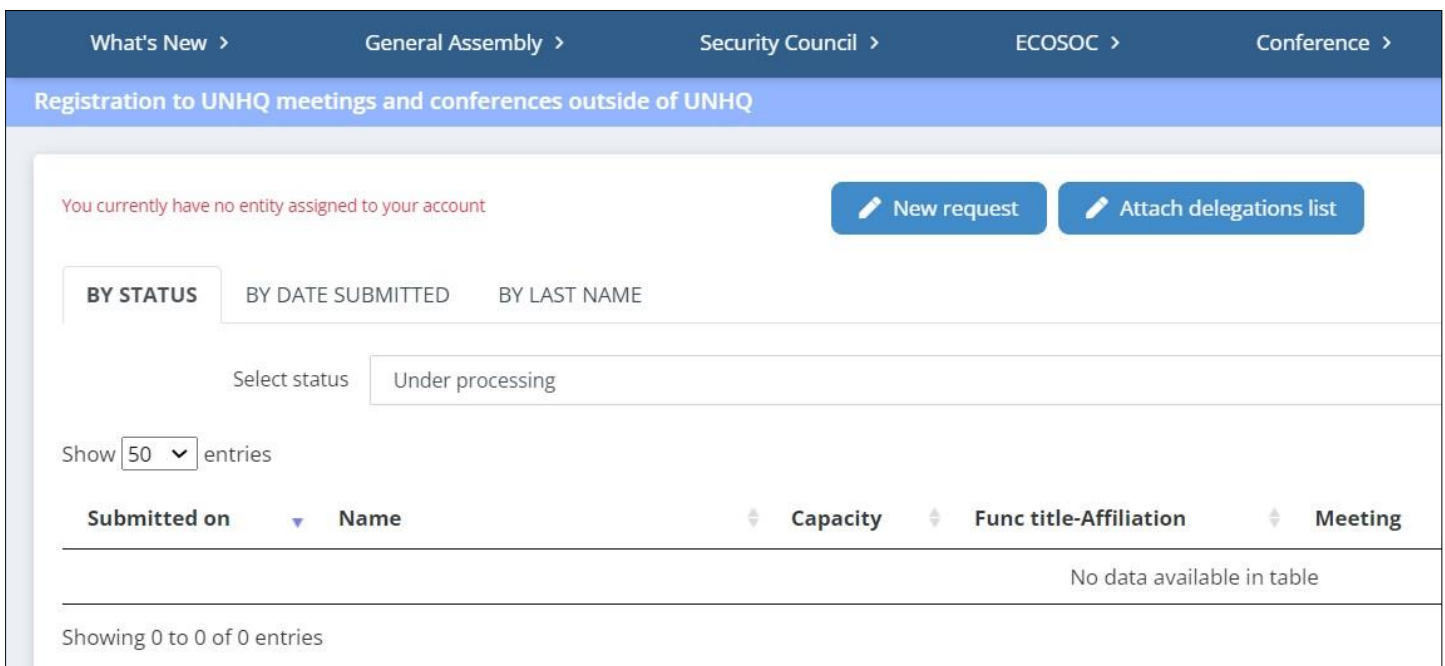
Instructions for requesting media passes through the [e-deleGATE](https://edelegate.un.int/) portal (<https://edelegate.un.int/>)

All requests for media passes should be submitted via e-Registration at least 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

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

Registration to UNHQ meetings and conferences outside of UNHQ

[← Back](#)

You currently have no entity assigned to your account

* (Required fields)

UNHQ meetings Conferences outside of UNHQ

Capacity *

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

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

Registration to UNHQ meetings and conferences outside of UNHQ

[← Back](#)

You currently have no entity assigned to your account

* (Required fields)

UNHQ meetings Conferences outside of UNHQ

Capacity *

- 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
- Media**

OR

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

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

Registration to UNHQ meetings and conferences outside of UNHQ

[← Back](#)

You currently have no entity assigned to your account

* (Required fields)

UNHQ meetings Conferences outside of UNHQ

Capacity *

- Head of Organization or spouse of Head of Organization
- Head of delegation
- Observer delegate
- Security
- Media**

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 >

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 the Note Verbale from the Mission, with name of the media personnel, organization, dates and purpose of visit.

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.