

Registration, accreditation, building pass issuance and renewal

Checklist for members of Permanent/Observer Missions, Intergovernmental organizations and Specialized agencies

I. Registration, pass issuance and termination

1. Registration¹

a) Diplomatic personnel

1. Covering letter

- addressed to the Secretary General
- signed by Permanent Representative or chargé d'affaires
- stating name, diplomatic rank and functional title.....
- requesting diplomatic privileges and immunities.....
- stating order of precedence at the Mission.....

2. Registration form [SG.5](#)

- duly filled out.....
- include all family members and employee(s) residing with the principal..
- signed by applicant
- Mission's official seal.....

3. Photos (passport size in colour)

- diplomat: three (3)
- spouse: three (3).....
- children between 16 and 21: two (2)
- children until age 23 if full-time students at local educational institution:
two (2)

4. Diplomatic passport

- with form I-94: principal and family members residing with the principal

5. Passport

- with form I-94: diplomat's household employee(s)

6. UN building pass form [SG.32](#)

- only principal and spouse.....
- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

¹ Note: Citizens of the United States of America only need photocopy of passport. Permanent residents in the USA need to submit their passports plus a photocopy of their green card.

b) Support and technical staff**1. Covering letter**

- addressed to the Chief of Protocol
- signed by head of chancery or administrative officer
- stating name, functional title

2. Registration form [SG.5](#)

- duly filled out.....
- signed by head of chancery or administrative officer
- including all family members residing with the principal and
employee(s)
- Mission's official seal

3. Photos (passport size in colour)

- if nationality of the mission: two (2).....
- if different nationality: one (1)

4. Passport

- with form I-94: principal and family members residing with the principal
- with form I-94: staff member's employee(s) residing with the principal...

5. UN building pass form [SG.32](#)

- only staff member.....
- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

c) Household employees**1. Covering letter**

- addressed to the Chief of Protocol
- signed by head of chancery or administrative officer
- stating name, occupational title

2. Registration form [SG.5](#)

- duly filled out.....
- signed by the employer
- including all family members of employee residing with him/her.....
- Mission's official seal

3. Passport

- with form I-94

4. Copy of the employment contract..... **d) Interns (at least 18 years old)**

For interns' registration, please, see page 6 "IV. Interns' registration: US Department of State policy regarding visa requirements".

2. UN building passes issuance and renewal

a) Issuance

i) First time issuance for members of Specialized agencies

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name and functional title and expiration date of contract.....

2. UN building pass forms [SG.34](#) and SSS.73

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

3. Photo: one (1) passport size in colour.....

ii) Issuance for former Permanent Representatives

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name and requesting the pass

2. UN building pass form, [SG.38](#)

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

b) Renewal

i) Members of Permanent/Observer Missions

1. Covering letter

- addressed to the Chief of Protocol
- signed by head of chancery or administrative officer

2. UN building pass form [SG.32](#)

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

ii) Members of Specialized agencies

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name and functional title and expiration date of contract.....

2. UN building pass form, [SG.34](#)

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

3. Terminations

1. Covering letter

- addressed to the Protocol and Liaison Service.....
- from the Mission.....

2. Final departure form [SG.8](#)

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal
- stating the principal, family and household employees
- stating the date of departure from Mission
- stating the date of departure from USA.....
- enclosing the documents to be returned to Protocol:
 - 1. US State Dep. ID card(s).....
 - 2. United Nations building pass(es).....
 - 3. US Dep. of State Tax Exemption Card(s).....
 - 4. Indicate date of return DPL plates to Foreign Missions Bureau....

II. Accreditation to meetings: temporary passes

1. VIP without photo

Only for: Heads of State/Government, Vice-presidents, Crown Princes/Princesses and spouses

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name, title and duration of stay.....

2. VIP with photo

Only for: Deputy Prime Ministers, Cabinet Ministers, Heads of Intergovernmental organizations, Specialized agencies and spouses

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name, title and duration of stay

2. Photo: one (1) passport size in colour.....

3. Regular passes

For delegates

1. Covering letter

- addressed to the Chief of Protocol
- from the head of chancery or administrative officer
- stating name and functional title and the name of the meeting.....

2. Temporary meetings form [SG.6](#),

- duly filled out.....
- stating the name of the meeting.....
- stating the arrival and departure dates.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....
- indicating the capacity in which is attending the meeting

3. Meetings with Secretariat Officials form [SG.37](#)

- duly filled out.....
- stating the name of the Secretariat Official.....
- stating the date.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

III. Protocol passes

For guests of Permanent Representatives/Observers

1. Covering letter

- addressed to the Chief of Protocol
- from the Permanent Representative or Permanent Observer
- stating name, title, reason for visit and duration of stay

2. Photo: one (1) passport size in colour

Please note:

- *One day passes do not require photo.*
- *Passes are not issued to persons under 18.*

IV. Interns' registration: US Department of State policy regarding visa requirements²

1. Interns from outside of the United States

a) G-2 visa

Note: The intern should secure this visa status prior to the registration process.

1. **Covering letter**
 - addressed to the Chief of Protocol
 - signed by head of chancery or administrative officer
 - stating name, functional title and duration of appointment.....
2. **Registration form [SG.5](#)**
 - duly filled out.....
 - signed by head of chancery or administrative officer
 - Mission's official seal
3. **Photo** (passport size in colour) one (1)
4. **Passport**
 - with form I-94.....
 - with G2 visa
5. **UN building pass form [SG.32](#)** only intern
 - duly filled out.....
 - signed by head of chancery or administrative officer.....
 - Mission's official seal.....

b) B-1 visa

Note: at the time of registration the Permanent Mission should request a change of visa status through the United Nations Protocol and Liaison Service

1. **Covering letter**
 - addressed to the Chief of Protocol
 - signed by head of chancery or administrative officer
 - stating name, functional title and duration of appointment.....
2. **Registration form [SG.5](#)**
 - duly filled out.....
 - signed by head of chancery or administrative officer
 - Mission's official seal
3. **Photo** (passport size in colour) one (1)
4. **Passport** with form I-94.....
5. **UN building pass form [SG.32](#)** only intern
 - duly filled out.....
 - signed by head of chancery or administrative officer.....
 - Mission's official seal.....

² Interns have to be at least 18 years old.

6. Submit US immigration forms:

- I-566** (two originals)
- I-539** (original).....
- DS-1648** (original).....

2. Interns already in the United States**a) F-1 visa (student)**

Note: a student is eligible to participate in an internship program while retaining his/her visa status, provided that the individual's program permits that type of training (form I-20).

1. Covering letter

- addressed to the Chief of Protocol
- signed by head of chancery or administrative officer
- stating name, functional title and duration of appointment.....

2. Registration form [SG.5](#)

- duly filled out.....
- signed by head of chancery or administrative officer
- Mission's official seal

3. Photo (passport size in colour) one (1) **4. Passport** with form I-94..... **5. Submit form I-20**..... **6. UN building pass form [SG.32](#) only intern**

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

Please note: if the student's program does not allow for an internship at the Permanent Mission, then at the time of registration, the Permanent Mission must request a change of status.

b) J-1 visa (exchange visitor)

Note: a visitor is eligible to participate in an internship program while retaining his/her visa status, provided that the individual's program permits that type of training (form DS-2019).

1. Covering letter

- addressed to the Chief of Protocol
- signed by head of chancery or administrative officer
- stating name, functional title and duration of appointment.....

2. Registration form [SG.5](#)

- duly filled out.....
- signed by head of chancery or administrative officer
- Mission's official seal

3. Photo (passport size in colour) one (1) **4. Passport** with form I-94..... **5. Submit form DS-2019**.....

6. UN building pass form [SG.32](#) only intern

- duly filled out.....
- signed by head of chancery or administrative officer.....
- Mission's official seal.....

Please note: if the visitor's program does not allow for an internship at the Permanent Mission, then at the time of registration, the Permanent Mission must request a change of status.