

UN Protocol and Liaison Service (PLS) / Workshop in Registration Processes

Registration, termination, building pass issuance and renewal

All members of permanent missions (diplomatic and non-diplomatic), respective families and household employees must be registered . For this purpose, the following **scanned** documents should be uploaded in the **eMission platform** of the Protocol and Liaison Service. All documents

c) children: one (1)

d) household employee

d) household employee(s): one (1) each.....d).household.e.....12 Tf1 0 0

1.3.

back sides of their valid employment authorization card or their approval notice (form I-797) from the *United States Citizenship and Immigration Service*..... ..

: DO NOT send original passports and other documents to UN Protocol and the US mission. Scanned documents should be uploaded to the eMission platform.

_____ (exchange visitor)

An exchange visitor may be 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 or DS-7002).

*If the exchange visitor's program does not allow for an internship at the Permanent Mission, please consult the **United States Mission Accreditations Section**.*

4.12.

a) addressed to the Chief of

b) signed by the Head of Chancery or Principal administrative officer

d) stating start and end dates

4.13. **Electronic**

: one (1) (passport size, in colour, taken

within the last six months)

4.14.

...

4.15.

Please **ensure** that both dates (departure from the Mission and departure from the USA) are accurately stated in your cover letter.

Note: Originals of the US State Department issued cards should be returned to the US mission directly. Originals of the UN grounds pass should be returned to the United Nations Pass and ID Unit directly.

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PROCEDURE FOR REGISTRATION OF DELEGATES FOR MEETINGS

Permanent missions, observer offices, offices of specialized agencies and related organizations, as well as associate members of regional commissions, are requested to inform the Protocol and Liaison Service about the forthcoming arrival of members of official delegations and/or support staff who will attend official meetings of United Nations organs at Headquarters and to request access passes for members of the delegations via the **eRegistration** system available through the e-deleGATE portal at <https://delegate.un.int/> by following the registration guideline at <https://www.un.org/dgacm/en/content/protocol/meetings>.

Information related to personnel matters like: movements, appointments, promotions, departures, renewal of passes, etc., as well as any personnel movement and changes, should be announced in a **letter**.

Any official communication containing important information regarding the Governments of Member States should also be communicated in a letter by the head of the mission.

are only used to communicate routine administrative matters other than personnel matters. They should be addressed to the Protocol and Liaison Service and should bear the official seal and the initials of the responsible officer.

For more information about letters and note verbales, kindly consult our Manual of Protocol.

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