





b) including all family members and household employee(s) residing with the principal

c) signed by the Head of Chancery or princip

d) full name and title of signing officer printed below signature

e

2.3. **Electronic** ..... one (1) for each person (passport size, in colour, taken within last six months) .....

2.4.

\_\_\_\_\_

**2.5. Copy of the printed I-94**

2.6. \_\_\_\_\_ *(only for staff members)*

a) duly complet

3.4.

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**3.5. Copy of the printed I-94**



4.14. **For students granted Optional Practical Training (OPT) status:** a copy of front and back sides of their valid employment authorization card or their approval notice (form I-797) from the *United States Citizenship and Immigration Service*..... ..

4.15. \_\_\_\_\_

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

All missions and offices are requested to promptly notify the Protocol and Liaison Service, in a scanned **letter** (not in a \_\_\_\_\_), of any changes and movements affecting diplomatic and non-diplomatic members of the missions, such as: promotions (accompanied by a new form SG.32, if necessary), change of designation, change of marital status (accompanied by a copy of the marriage certificate), change of address and official telephone number, change of name (accompanied by scanned colour copies of new and old passports' biographical information pages and other legal documents, if any), etc.

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

A United Nations grounds pass is required for entry into the United Nations Headquarters. Passes for all members of permanent missions and observer offices differ as to their colour symbols and have space provided for a photograph of the bearer.

*Issuance of a UN grounds pass is contingent upon completion of all requirements for registration as stated in SECTION I Registration. For Diplomatic Personnel see page 1 and for Administrative, Technical and Support Staff see page 2.*

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

6.1.

b) signed by the Head of Chancery or p

c) full name and title of signing officer printed below

*UN/PLS/*



e

9.2. \_\_\_\_\_

- b) signed by the Head of Chancery or p
- c) full name and title of signing officer printed below signature
- d) displaying the official seal of the Office or Organization ..

**Copy of employment contract**

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

10.1.

- b) signed by the Head of Chancery or p
- c) full name and title of signing officer printed below signatur

10.2. \_\_\_\_\_

- b) signed by the Head of Chancery or principal
- c) full name and title of signing officer printed below signatur
- d) displaying the official seal of the Mission/Office/Organization .

**10.3 UN Safety and Security Service lost grounds pass report form**

- a)

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

Upon the final departure from the mission of diplomatic personnel, administrative, technical and support staff, their families and household employees, either for abroad or for another address in the United States, the mission should submit the following documents, as applicable, to the Protocol and Liaison Service.

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

11.1.

- b) from the Head of Chancery or principal
- c)
- d) full name and title of signing officer printed below signatur

11.2.

- \_\_\_\_\_
- b) signed by the Head of Chancery or p
  - c) full name and title of signing officer printed below signatur
  - d)
  - e) stating the principal, fa
  - f)
  - g)
  - h) enclosing scanned copies of documents to be returned to the United Nations Pass and ID Unit and the US mission:
    - 
    - 
    - US Department of State Tax E
    - US Department of State Driver License
    - US Employment Authorization Card(s) of dependents, if

Please **ensure** that both dates (departure from the Mission and departure from the USA) are accurately stated in your SG.8 form.

**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.

*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to unprotocol@un.org.*

## **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://protocol.un.org/dgacm/pls/site.nsf/AboutAccreditations.xsp>.

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** .

*Please allow a minimum of 2 **business days** for grounds pass forms to be authorized electronically by the Protocol and Liaison Service.*

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*: DO NOT send original passports and other documents to UN Protocol and the US mission anymore. Scanned documents should be emailed to [unprotocol@un.org](mailto:unprotocol@un.org).*