

Accreditation and registration guidelines for non-accredited inter-governmental organizations (IGOs) away from New York

1. Inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the specific UN official meeting at United Nations Headquarters. The letter should be stamped, signed by the head of the organization using official letterhead of the organization; the letter must contain the name and an official email address of a focal point of the organization to receive the accreditation approval notifications; (gmail, hotmail, aol, etc. are not accepted.). Attach an SG.6 form (request for temporary grounds pass) for each member of the delegation; The SG.6 form(s) must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer. The form(s) must be submitted together with the covering letter in one package to the office of Protocol and Liaison Service by facsimile to 1-212-963-1921 or by email to unprotocol@un.org. The SG.6 form can be found on the Protocol website at www.un.int/protocol under "Registration → Forms". If sent by email, please scan the letter and all the forms together and only send one attachment in the email and please also specify the name of the organization in the subject line.
2. To ensure the issuance of United Nations grounds passes in a timely manner, it is essential that the above requirements are fully met and that the letter containing the composition of the delegations and SG.6 forms must be submitted as early as possible and at least two weeks before the start date of the meeting or the grounds passes are needed to enter the UN Compound.
3. Once the composition of delegation and the SG.6 forms are received in the office of Protocol and Liaison Service, they will be reviewed and authorized.
4. On the opening day of the Statistical Commission session, the Commission will invite the non-accredited IGOs to participate in the work of the Commission as observers. If there is no objection by the Commission, the focal point of the organization will receive via email the approval notification of each member of the delegation sent by the UN Protocol and Liaison Service. Each approval notification will be assigned a unique reference number and the focal point should ensure a copy of the respective approval notification be given to members of the delegation.
5. Members of the delegation may proceed to the Pass and ID Unit along with the approval notifications and their passport or government issued photo ID to obtain their grounds passes. In addition, representatives of IGOs visiting United Nations Headquarters for the first time for official meetings must visit the Pass and ID Unit to have a photograph taken for their ground pass.
6. Grounds passes for returning delegates whose photographs are already in the system of the Pass and ID Unit, may be collected by a representative of the organization in the absence of the delegates, upon presentation of the approval notification(s) along with a copy of delegate's passport (bio page). The representative must be in possession of a valid United Nations grounds pass in order to collect the delegates ground passes.
7. For a delegate whose photograph in the system of the Pass and ID Unit is older than five (5) years, he/she must report in person to the Pass and ID Unit for a photo to be taken, upon presentation of a valid passport or government issued photo ID and a printed copy of this approval email in order to obtain the UN grounds pass.

8. The United Nations Pass and ID Unit is located at 320 East 45th Street, Ground Floor. Normal office hours are Monday through Friday, from 9:00 am to 4:00 pm, except for days prior to and during the high-level week and the general debate in September, working hours may be extended. Telephone No. 1-212-9637533.

9. In order to facilitate members of your delegation to enter the Commission opening session prior to receiving the approval notifications from the UN Protocol and Liaison Service, the UN Statistics Division will help organize a special pass for the opening session. To that end, please send by email, full names of member(s) of your delegation to wangl@un.org and cobos@un.org.