



PROTOCOL AND LIAISON SERVICE - DGACM

Room S-

unprotocol@un.org

Guidelines on using eRegistration system

Ø How to use the eRegistration system to submit a request for a UN grounds pass or a VVIP/VIP pass?

- 1) Log on to the **eRegistration** system through the edeleGATE portal at: <https://edelegate.un.int>; *[We recommend using “google chrome” or “firefox” on most laptops and “Safari” on other electronic devices.]*
- 2) Enter your login credentials (user ID and password); *[The email address you registered with the “eRegistration” system is your user ID. If you forgot your password, please click the “forgot password” button and a new password will be sent shortly.]*



3)

MEETING INFORMATION

Please select meeting *

Please select meeting title *

Commission on the Limits of the Continental Shelf, Fifty-eight session (Subco
Commission on the Limits of the Continental Shelf, Fifty-eight session (Ple
Commission on the Limits of the Continental Shelf, Fifty-eight session (Ple
Arctic Council
International Cop
Convention on Countering the Use of Information and Communic
The Board of UNDP/UNEP/UNOPS

7) Next section is **Delegate details** . All fields with * are mandatory.

- a. **First and Last Name:** The full name of the delegate must be consistent with those on the passports and US visa

DELEGATE DETAILS

8) **Attachments** (photographs, copies of passports/visas and supporting documents), if applicable:

- a. **Photograph attachments** must follow the specifications of photo requirements provided by the UN Pass and ID Unit office (see attached Annex). In general, basic requirements are (1) coloured photo; (2) .jpeg file format (.pdf format is not acceptable); (3) Photograph must be taken within the last 6 months; (4) Front view, full face; (5) White background.

If a photo is not uploaded in the online application form, the delegate must visit the Pass and ID Unit in person to have a photo taken. Missions/offices are **strongly** encouraged to provide a digital photograph (coloured and .jpeg format), date of birth, and passport information of the delegates in order to avoid long queues in the Pass and ID Unit.

Please note that a valid photograph is a mandatory requirement for pass requests for the **VIP group** (Deputy Prime Ministers, Cabinet Ministers, Speakers of Parliaments, Heads of GA-accredited IGOs, Heads of specialized agencies and related organizations, and their spouses). Only pass requests for the **VVIP group** (Heads of State/Government, Vice-Presidents, Crown Princes/Princesses, and their spouses) do not require photographs.

- b. **Copies of passports and visas** or alien cards/US passports must be attached at the time of submission for pass requests for supporting staff, including freelance interpreters or interpreters hired locally.
- c. **Supporting documents** for non-government officials, please refer to para. 7c.

9) **Review** carefully, verify the information, check the confirmation box, and **submit** the application by selecting one of these two options:

a. If finished and to log out, please select the first blue button Submit to UN Protocol and Liaison Service .

b. To continue with additional requests for members of the delegation attending the same meeting, please select the second blue button Submit to UN Protocol and Liaison and Create another request for the same meeting . A new application form

- 5) First-time visiting delegates (request submitted without photograph) must appear in person in the Pass and ID Unit along with a copy of the approval notification together with a government photo ID or a passport. The delegate will then be photographed and issued a UN grounds pass.
- 6) First-time visiting delegates (request submitted with photograph) may visit the Pass and ID Unit in person to collect his/her UN grounds pass along with a copy of the approval notification together with a government photo ID or a passport.
- 7) If photographs of the approved delegates have been uploaded to the system, their UN grounds passes may be collected by a representative (with valid UN grounds pass) of the mission in their absence, upon presentation of copies of the approval notifications and copies of the passport bio-page of the delegates.

Ø **Special attention**

- 1) Please do not log on to edeleGATE portal email account through the same browser at the same time. These two applications have a single sign-on feature, they should not be opened at the same time in the same browser. If two applications must be opened at the same time, please use different browsers.
- 2) All online applications take at least two (2) working days for review and processing. Delay is anticipated prior to high-level meetings/conferences, especially prior to and during the high-level weeks and the general debate of the General Assembly in September. Deadlines for registration will be imposed on these occasions.
- 3) Authorized users (missions focal points and backups) of the eRegistration system are responsible for monitoring the activities in the system under their accounts. Please be reminded not to share your login ID and password with anyone who is not designated by the head of your mission.
- 4) Update photo attachments: If the photograph submitted online has been rejected by the Pass and ID Unit, you may update or change the photo in the system and re-submit to the Pass Office. To do so, please log on to the eRegistration system, retrieve the application in question under Approved

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- In color