

**UNITED NATIONS PROTOCOL AND LIAISON SERVICE**

**Room S-0201 - Tel: 1-212-963-7181 (Accreditation) - Fax: 1-212-963-1921**

**Accreditation Guidelines for intergovernmental organizations (IGOs) away from New York**

1. Accreditation (request for UN grounds pass) is a separate exercise necessary for all conference/meeting participants who require access to United Nations compound. Participants must note that registration to the conference/organizer would not automatically grant access to UN Compound and the following accreditation procedure must be followed.
2. Accreditation of delegations of intergovernmental organizations (IGOs) is carried out by the Protocol and Liaison Service. Access to the UN Compound will only be granted to those in possession of a valid grounds pass. For accreditation to meetings taking place at United Nations Headquarters, representatives of IGOs are requested to:
  - ❖ inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending meetings at United Nations Headquarters (letter should be signed by the head of chancery or administrative officer of the organization);
  - ❖ provide in the letter an email address of a focal point of the organization to receive the accreditation approval notifications;
  - ❖ attach an SG.6 form (request for temporary grounds pass) for each member of the delegation;

**The SG.6 form must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer-b5(v)-2a.7947taa**

The United Nations Pass and ID Unit is located on First Avenue and 45<sup>th</sup> Street, UNITAR Building. Normal office hours are Monday through Friday, from 9:00 am to 4:00 pm, except for days prior to and during the general debate in September, working hours may be extended. Telephone No. 1-212-963-7533.