

Guidelines on eAccreditation

➤ **How to log in to submit a request for a grounds pass or a VIP pass?**

- 1) Access the United Nations eAccreditation website at: <https://eaccreditation.un.int>;
- 2) Enter the log in credentials (User ID and password);
- 3) Click on "Create New Request";
- 4) Fill in all the blanks on the online accreditation form (all mandatory fields are required); *[Please refer to the "FAQ" for requirements in the name filed. Functional title and affiliation must be provided.]*.
- 5) Attachments:
 - a. Copies of passport and visa must be attached for requests of grounds pass for temporary staff at the time of submission;
 - b. For requests of VIP pass, photographs of the VIPs should also be attached at the time of submission. Please refer to the photograph requirements below;
- 6) Verify the details and submit; (An automated receipt will be emailed to the authorized user who submitted the request indicating successful transmission.)
- 7) To continue with additional requests, just click on the "back" button to return to the main page and repeat step (3) to (6).

➤ **What to expect after submission?**

- 1) The online submissions will be received in the Protocol and Liaison Office, reviewed and processed in due time. As in past practice, this process requires at least 48 working hours;
- 2) Once approved, the focal point and backup(s) will receive an email with an approval notification. This notification contains the name of the delegate, country name, a unique reference number and the duration authorized;
- 3) The data of the approval notification will automatically be transmitted to the Pass and ID Unit within 24 hours at the time of approval.
- 4) Requests requiring verification or missing information will be rejected with a reason via email to the focal point and backup(s). Such requests may be re-submitted with the requested information for approval by Protocol.

➤ **When and where passes will be issued:**

- 1) Missions/offices are no longer required to pick up authorization slips from the Protocol Office. The approval notification sent by email is the actual authorization slip which should be printed and presented to the Pass and ID Unit for issuance of grounds pass.
- 2) Ground passes for approved requests may only be processed and issued in the Pass and ID Unit 5 days prior to the starting date of the meeting specified in the request;
- 3) First time visiting delegates 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. He/she will then be photographed and issued a grounds pass;

- 4) Grounds passes for returning delegates, whose photographs are already in the computer system of the Pass and ID Unit, 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.
- 5) A grounds pass may be issued to a delegate attending meetings taking place consecutively upon presentation of copies of separate email approval notifications. It is standard operating procedure that grounds passes issued outside the main session of the general assembly cannot exceed 4 weeks duration.
- 6) VIP passes will be issued by the Protocol and Liaison Service and will be made available for pick-up in Room S-0201.

➤ **What are the photograph requirements:**

- 1) When attaching photographs for requests of VIP pass via eAccreditation, the following requirements must be follow:
 - colour photograph
 - .jpeg file format (.pdf format is not acceptable)
 - Photo to be no more than 6 months old
 - Front view, full face.

As in past practice, photograph is not needed for Head of State/Government, Vice President, Crown Prince/Princess and their spouses.

- 2) If the photograph of the VIP is not available at the time of submission online, it may be emailed to protocolphoto@un.org later but not less than 2 working days prior to the date when the pass is needed. In addition to the photograph requirements above, missions/offices must also follow the requirements below:
 - Each email may contain multiple photograph attachments; each attachment must be labelled with the name (first and last) of the VIP;
 - Subject line of the email should contain ONLY the name of member states or observers and no other information.