



United Nations

Department
of Safety
and Security



UNITED NATIONS SECURITY AND SAFETY SERVICE
SPECIAL SERVICES UNIT

CONFIDENTIAL

REQUIREMENTS FOR SHORT TERM RENTAL VEHICLE DECALS:

Threat Level of Dignitary:	Total number of vehicles allowed onto UNHQ premises:
High	Seven (7) Vehicles (Host Country Security Vehicles Including VIP Limo)
Medium	Five (5) Vehicles (Host Country Security Vehicles Including VIP Limo)
Low	Three (3) Vehicles (Host Country Security Vehicles Including VIP Limo)

Note:

Delegations will have to coordinate escorted motorcade arrangements with Host Country Law Enforcement Agencies directly, short term rental vehicles decals are solely intended for drop-off/pick-up at the designated zone on 46th St. and 1st Ave.

For the High-Level Segment of the General Assembly a maximum 8 temp. vehicle decals will be issued per Delegation for the drop off zone on 46th and 1st Ave.

Procedures:

1. Open the e-Delegate portal (<https://edelegate.un.int>)
2. **Click the Protocol drop down tab from the menu.**
3. **Select the Temporary pick up – drop off permits**
4. Fill out application for the short-term vehicle rental and follow the process.

Kindly upload the following information in the e-Delegate system (<https://edelegate.un.int>)

1. Note Verbale request indicating **name, title and period** of VIP visit. **Please affix the Mission seal and authorised signature.**
2. Signed rental agreement between mission and the bona fide rental/lease companies, on the company letterheads.
3. Clear copy of valid vehicle registration document (**Expiration date must be visible**)
4. Clear copy of valid driver's license (**Photo and expiration date must be visible**).
5. Clear copy of Insurance documents (VIN number and **expiration date must be visible**).
6. A JPEG photo of the requesting rental driver

Rental Temp.Vehicle Decal: Once the decal request is approved by the UN Security the requester will receive the notification of such approval. With proof of approval, either requester or any mission Staff may collect the Decal from the United Nations Garage Administration Office (**801 East, 45th Street Room U-210**).

Note 1: If the mission utilizes its Consulate or Washington DC vehicles with diplomatic plates – a letter from the UN Mission indicating agreement between Mission and Consulate for the use of consulate

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vehicle must be uploaded in the e-Delegate system.

Note 2: If all Consulate or Embassy vehicles are part of the VIP motorcade, the drivers should be in possession of a valid UN ID Cards (only Mission Drivers are allowed to enter the UNHQ).

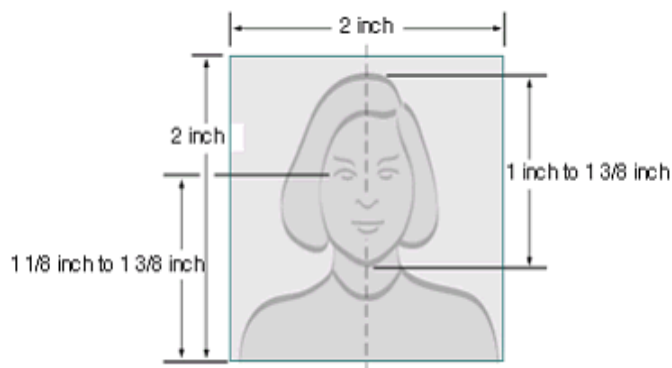
Rental Temp. Driver Photo ID: The photo ID of the rental car driver can be collected from the Pass Office by the mission personnel with UN ID.

Locations:

- ❖ The United Nations Security Special Services Unit is located at GA-1B-052 Opposite side of the Conference Room 3
- ❖ The Garage Administration office is located at:
UNITAR Building, 801 East, 45th Street Room U-210 (2nd Floor): Phone: 212-963-6212
- ❖ The Pass and ID office is located 320 East 45th Street between 1st and 2nd Ave

The Phot Specifications:

- ☐ In colour
- ☐ 2 x 2 inches (51 x 51 mm) in size
- ☐ Taken within the last 6 months to reflect your current appearance
- ☐ Taken in front of a plain white or off-white background, taken in full-face view directly facing the camera
- ☐ With a neutral facial expression and both eyes open
- ☐ Dimensions: The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- ☐ Colour the image must be in colour (24 bits per pixel) in sRGB colour space which is the common output for most digital cameras.
- ☐ File Format The image must be in JPEG file format
- ☐ File Size the image must be less than or equal to 240 kB (kilobytes).



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