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The United Nations Office at Geneva presents its compliments to the permanent missions and permanent observer offices to the United Nations Office at Geneva and has the honour to provide an **update on the current procedure for obtaining United Nations identification cards and car stickers.**

**All initial applications** for a United Nations identification card must bear: (1) the seal of the mission; (2) the duly identified signature of the head of mission or, in the event of his/her absence, of the chargé d'affaires a.i., who shall have been designated and announced by the head of mission in advance; (3) the surname and given name, title or function, passport number and a copy of the passport, reason for the request and the desired period of validity of the requested card. For diplomatic members (holder of a *carte de légitimation* category B or C), the mission shall indicate whether the person will be included in the "Blue Book", his/her precedence in the list of diplomatic members and if he/she replaces another diplomat.

**Initial requests** for the issuance of identification cards for **the members of permanent missions** to the United Nations Office at Geneva should be addressed to the Chief of the Protocol and Liaison Service, in writing (by post or pdf scan to [unog.protocol@un.org](mailto:unog.protocol@un.org)).

Permanent missions and permanent observer offices will kindly note the following additional information concerning initial requests: (1) this procedure applies also to spouses of members of the diplomatic corps and to all other mission staff (spouses not included); (2) this procedure **does not concern** children of members of the diplomatic corps and mission staff nor all other relatives; (3) the validity of the identification card shall not exceed two years; (4) at the time of the bearer's departure, the card must be returned directly to the Identification Unit of the Security and Safety Service.

**In addition to the above**, the applicants are requested to register online. **The individual request** with an electronic copy of the initial application can be submitted via <http://reg.unog.ch/e/UNID>. This procedure not only enables the applicant to initialise the needed profile requested for any registration to UN conferences or events at the Palais des Nations but represents an important reduction in processing time as once the request has been approved by the Chief of the Protocol and Liaison Service, the applicant will be immediately notified through the e-mail address entered and can directly proceed to the Identification office situated at the Pregny gate in order to have the ID card issued.

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To: Permanent missions and permanent observer offices  
to the United Nations Office at Geneva

All requests for persons who are **not members** of permanent missions to the United Nations Office at Geneva (i.e. **WTO, embassies, consulates**, etc.) shall be addressed in writing, duly approved and signed by the heads of the respective permanent missions to the United Nations Office at Geneva to the Chief of the Protocol and Liaison Service (by post or pdf scan to unog.protocol@un.org)

**Request for renewals** of identification badges shall be addressed as per usual practice in writing, duly approved and signed by the heads of permanent missions to the United Nations Office at Geneva, **directly to the Identification Unit, Security and Safety Service** (identification.security-unog@un.org). The creation of an online profile is encouraged, alternatively applicants may proceed directly in possession of the written requests as well as their current badges to the Security and Safety Service in order to extend the duration of their badges.

**Initial requests** for persons who are not members of permanent missions to the United Nations Office at Geneva but affiliated to the **Conference on Disarmament** shall be addressed in writing, duly approved and signed by the heads of permanent missions to the Conference on Disarmament directly to the secretariat of the Conference on Disarmament (cd@un.org or unoda-geneva@un.org).

**Requests for identification cards to attend a specific conference at the Palais des Nations should be addressed directly to the relevant conference secretariat.**

For the obtention of **vehicle stickers**, please refer to ST/IC/Geneva/2017/2 as distributed to the permanent missions and permanent observer offices to the United Nations Office at Geneva on 11 July 2017.

*It should be noted that the UNOG Pass and Identification Unit accepts following identity documents for the initial issuance or for the renewal of United Nations identification cards:*

- *A valid passport issued by a UN Member State*
- *A valid national ID card issued by a Schengen Member State*

*Any other document presented will not be accepted. For further enquiries, please contact the Pass & ID Unit on 022 9175002. The Pass & ID Office in building F at Pregny Gate is open from Monday to Friday from 7.30 am to 6.00 pm.*

The United Nations Office at Geneva takes this opportunity to convey to the permanent missions and permanent observer offices to the United Nations Office at Geneva its appreciation for their cooperation and understanding in this matter and the renewed assurances of its highest consideration.



8 January 2020