

What is Special Accreditation?

Special Accreditation is the process by which organizations not in consultative status with UN ECOSOC [and/or those that have not been accredited to participate in prior UN Conferences specified in the relevant resolution] may apply and become eligible to participate in a United Nations High-level event or conference. The special accreditation process is mandated by the United Nations General Assembly and managed by the UN Non-governmental Liaison Service (NGLS) in the Department of Global Communications, in conjunction with the Secretariat for the event/conference and the Office of the President of the General Assembly.

To apply for special accreditation, organizations must complete the unique application form created for each meeting or conference.

How does the special accreditation application process work?

- The representative of an eligible organization submits the application through the UN's web portal, INDICO. Categories of eligible organizations are set out in the event/conference resolution(s).
- Once received, NGLS reviews the application against the criteria set out in the form.
- NGLS compiles the lists of non-governmental and other stakeholder organizations that meet the criteria and shares with OPGA for Member States' approval.

Review of non-governmental organizations that meet the criteria

- NGLS compiles a list of all the organizations that meet the criteria and sends the list of eligible organizations to the Office of the President of the General Assembly (OPGA).
- OPGA circulates the list of organizations and other stakeholders that meet the criteria for special accreditation to UN Member States for approval on a non-objection basis.
- Applicant organizations/entities are informed of the status of their application via email through the INDICO portal.
- OPGA publishes an approved list for accreditation.
- NOTE: Special accreditation status does not automatically translate to registration of representatives for the event/conference

What are the required documents to complete the application?

- **Expression of Interest:** A signed letter on official letterhead from the head of the organization (highest ranking position e.g., CEO, President) requesting special accreditation for the organization to the event/conference. Please find the sample letter [here](#).
- **Proof of Legal Status:** Proof of legal status in the country where the organization has its headquarters. Only official government-issued documents from the national/federal government will be accepted.

Examples of proof of legal status

- Proof of incorporation

- 501 (c)(3) filing status
- Certificate of registry
- **Activity Report:** A list of the key relevant activities undertaken by the organization in the past 12 months related to the event/conference theme. The list may include links to websites, social media platforms or documents/fliers with additional information that reflect the relevance of the organization to the event/conference theme.

Please **NOTE:** The organization's name should be spelled out as it appears on the proof of legal status document. No acronyms are accepted.

What happens after special accreditation applications are approved?

When an organization's application has been approved by the UN Member States, it is considered to have been accredited to the event/conference. Thereafter, the representative who applied for accreditation will be informed about the opening of registration for the event/conference. Accredited organizations will be able to nominate individuals to participate in the event or conference as representatives of the organization.

Nominated representatives from an accredited organization must create an INDICO account and register themselves for the event/conference. Each individual representative must submit their own registration application. Approved representatives will receive an email confirmation via INDICO confirming their registration for the event/conference.

Special Accreditation Process

Flowchart



