

What is Special Accreditation?

Special Accreditation is the process by which organizations not in consultative status with UN ECOSOC 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.

To apply for special accreditation, organizations must complete the application for each meeting or conference. Individuals may not apply for special accreditation.

How does the special accreditation application process work?

- The representative of an organization submits the application through the UN's web portal, INDICO.
- Once received, NGLS reviews the application
- NGLS collects a list of all the organizations that meet the criteria (laid out in the event/conference resolution) and sends the list of eligible organizations to the Office of the President of the General Assembly (OPGA).
- OPGA circulates the list of organizations to UN Member States for approval or objection.
- If UN Member States approve the organizations, they will be informed via email through the INDICO portal.

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. Please find the sample letter [here](#).
- **Proof of Legal Status:** Proof of legal status in the country where your organization is headquartered. Only official government-issued documents from the national/federal government will be accepted.

Example of proof of legal status

- Proof of incorporation
- 501 (c)(3) filing status
- Certificate of registry

Please **NOTE:** You must spell the organization's name as it appears on the proof of legal document. No acronyms are accepted.

What happens after special accreditation applications are approved?

When an organization is accredited, the representative who applied for accreditation will be informed about the event registration opening. Accredited organizations can 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. Each individual must submit their own registration application. Approved representatives will receive a confirmation email via INDICO.

