

UNHQ VISITORS' SECURITY REGISTRATION

GUIDELINE ON HOW TO ADD VISITORS TO AN EXISTING GROUP

STEP 1:

If you see the screen below, click on “ACCREDITATIONS”

United Nations Events & Conferences um2ja

Home Accreditation New York Visitors My profile

Home » UN organization » UNHQ

United Nations Headquarters

Accreditations UN organizations

Accreditation details Active

Full Name 1 | Badge Length - Temporary | Access Start Date - 8 Dec 2025 | Access End Date - 8 Dec 2025 #288031

Your accreditation has been completed Re-apply Withdraw

Access dates can be adjusted by respective managers.

Visitor Details

Date of birth 1 Jan 1990

Photo for pass

Photo guidelines
Files accepted: .jpg, .jpeg, .png, .gif

Public Visitors

Contact Details

Contact (English Only)
office06@un.org

Materials

UNHQ Public Visitors User Guide.pdf
Picture Standards.pdf

History

8 Dec 2025 - 8 Dec 2025
Status Approved

Group History

STEP 2:

Click on “apply for accreditation”

United Nations Events & Conferences um2ja

Home Accreditation New York Visitors My profile

Home » Accreditation

Accreditation UN organizations

My accreditations My group's accreditations Customize Columns

Showing 1 to 1 of 1 entries

Requested To	Submitted Date	Status	Accreditation Type	Pass/Badge	Start Date	End Date	Action
Public Visitors	2025/12/08 16:45	Approved	Public Visitors	Temporary	2025/12/08	2025/12/08	Re-apply

Access dates can be adjusted by respective managers.

Apply for accreditation

Select UN organization

Go to form

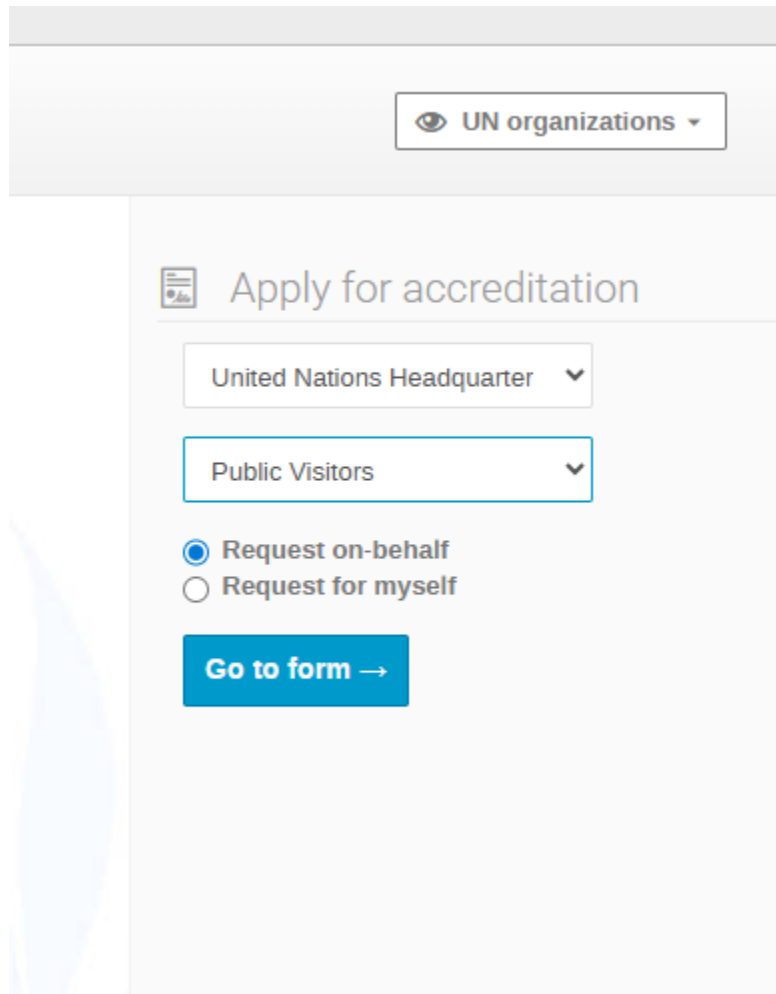
STEP 3:

1st field: United Nations Headquarters

2nd field: Public Visitors

3rd field: Request on-behalf

Click on “Go to form”



The screenshot shows a web interface for applying for accreditation. At the top, there is a header bar with a button labeled "UN organizations" with a dropdown arrow. Below this, the main content area is titled "Apply for accreditation" with a document icon. The form contains three fields: a dropdown menu set to "United Nations Headquarter", another dropdown menu set to "Public Visitors", and two radio button options: "Request on-behalf" (which is selected) and "Request for myself". At the bottom of the form is a blue button labeled "Go to form" with a right-pointing arrow.

STEP 4:

Enter the date of birth, first name and last name of the additional visitor in your group.

If the visitor is over the age of 18, additional information will be requested.

✓ This accreditation has been assigned to Group: 'Group 28478'

Public Visitors Accreditation Application(on-behalf)

Visitor Details

Date of birth * 

Name must match with the Government issued ID/passport. Including special characters, accents and spaces. It must be in Latin or Roman characters.

First name *

Last name *

Access Information

Add a group member ☐
Add another member?

Group *

Requested by

* ☐
I certify that all information and documents provided are true and complete, and understand that falsification or misrepresentation could lead to denial or termination of accreditation.

Submit

STEP 5:

If you have more than one additional group member, click on “add a group member”

Country of issue * Belarus

Upload Identity * document

Upload Capture

Copy of passport bio-pages / driving license / ID card pages with photo, date of birth, etc.

Access Information

Proposed date of visit * 08/12/2025

Add a group member ☐

I would like to register the family members, friends or group members who will be accompanying me on this day.

☐ *

I certify that all information and documents provided are true and complete, and understand that falsification or misrepresentation could lead to denial or termination of accreditation.

Submit

STEP 6:

Certify the form and click on “Submit & add additional” to proceed to the registration of the next visitor in your group.

REPEAT STEPS 5 & 6 FOR EVERY ADDITIONAL GROUP MEMBER.