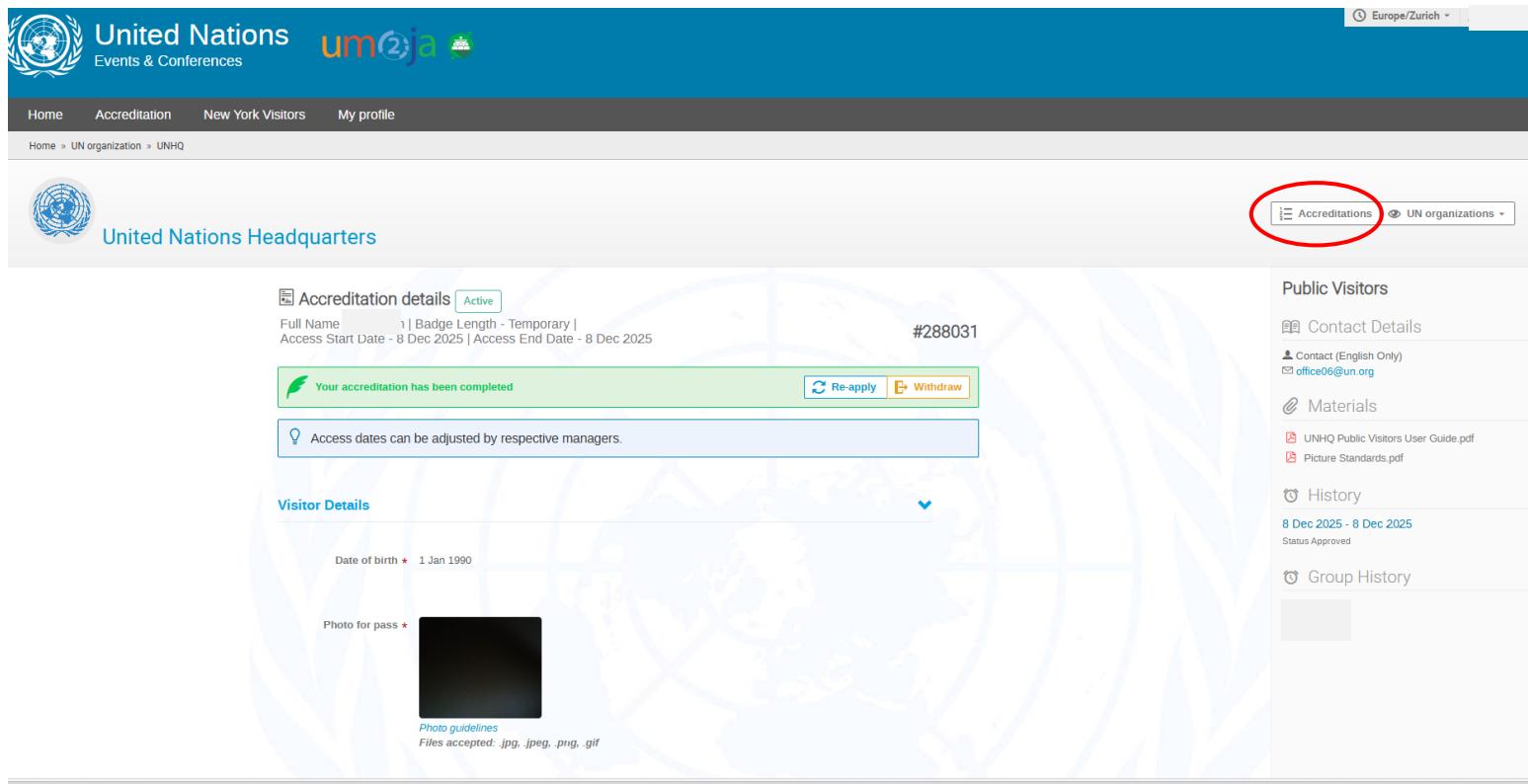


UNHQ VISITORS' SECURITY REGISTRATION

GUIDELINE ON HOW TO ADD VISITORS TO AN EXISTING GROUP

STEP 1:

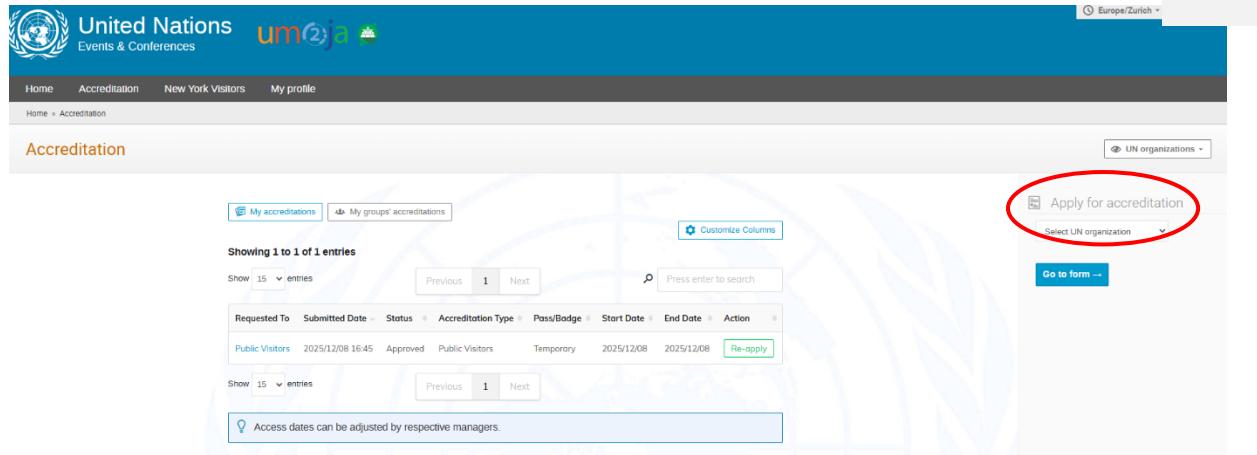
If you see the screen below, click on “ACCREDITATIONS”



The screenshot shows the 'Accreditation details' page for a visitor. The visitor's name is listed as 'Full Name' with a badge length of 'Temporary'. The accreditation period is from 'Access Start Date - 8 Dec 2025' to 'Access End Date - 8 Dec 2025'. The status is 'Active' and the ID is '#288031'. A green banner at the top right says 'Your accreditation has been completed' with 'Re-apply' and 'Withdraw' buttons. A note below says 'Access dates can be adjusted by respective managers'. On the right, there's a sidebar for 'Public Visitors' with links for 'Contact Details', 'Materials', 'History', and 'Group History'. The 'Accreditations' button in the top right corner is circled in red.

STEP 2:

Click on “apply for accreditation”



The screenshot shows the 'Accreditation' page. It displays a table with one entry for 'Public Visitors' with an 'Approved' status and a 'Temporary' badge. The 'Requested To' column shows '2025/12/08 16:45'. The 'Action' column contains a 'Re-apply' button. A note at the bottom says 'Access dates can be adjusted by respective managers'. On the right, there's a sidebar with 'Accreditations' and 'Select UN organization' dropdowns, and a 'Go to form' button. The 'Apply for accreditation' button in the top right corner is circled in red.

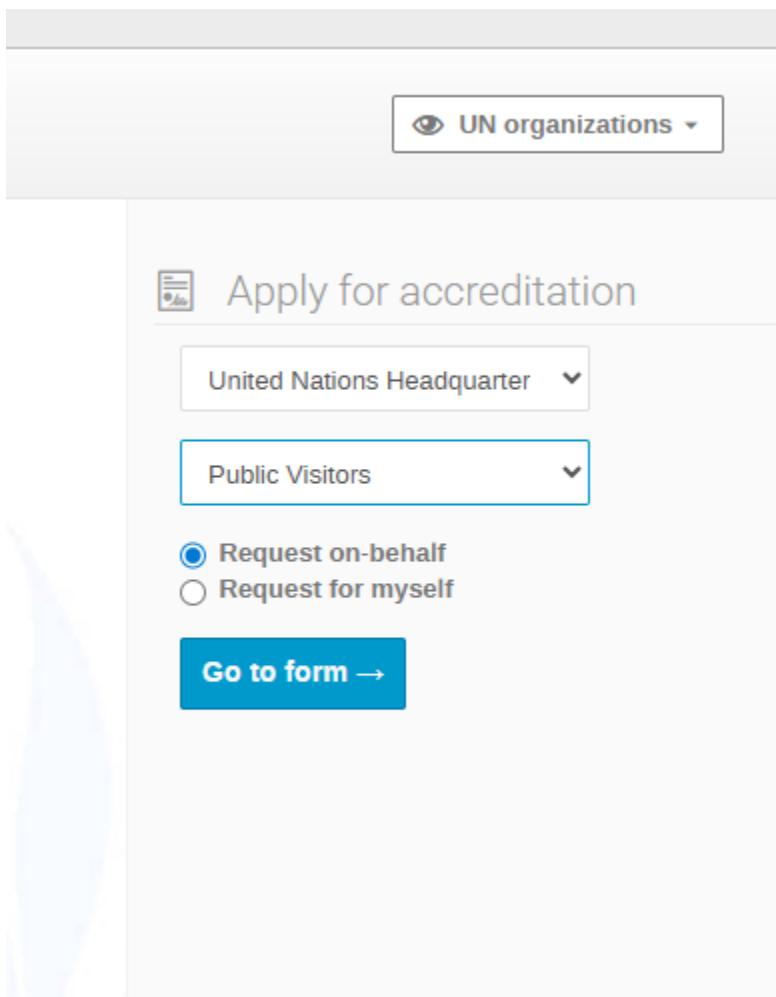
STEP 3:

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 button labeled "UN organizations" with a dropdown arrow. Below this, the title "Apply for accreditation" is displayed next to a document icon. There are two dropdown menus: the first is set to "United Nations Headquarter" and the second is set to "Public Visitors". Below these dropdowns are two radio buttons for "Request on-behalf" (which is selected) and "Request for myself". At the bottom is a large blue button with the text "Go to form →".

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

[Redacted image placeholder]

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.

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.