

UNHQ VISITORS' SECURITY REGISTRATION

GUIDELINE ON HOW TO CREATE A GROUP AND ADD VISITORS TO THE GROUP

STEP 1:

Create your registration form (only adults over the age of 18 can create a registration form, minors must be added as additional visitors).

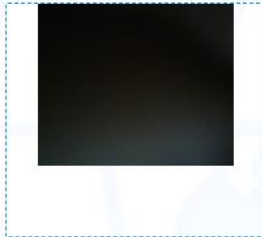
✓ Your password has been changed successfully.

Public Visitors Accreditation Application (for the (TEST, TEST))

Visitor Details

Date of birth * 1/1/1990

Photo for pass *



Upload

Capture

Photo guidelines

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

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 * TEST

Last name * TEST

Email * TEST@gtest.com

The verified Indico user account email.

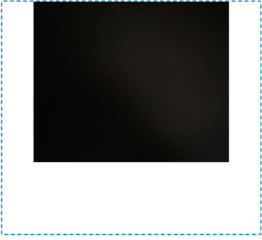
STEP 2:

In order to create a group and add additional visitors to your group click on “add a group member”.

The system will automatically create a group number (the group number does not need to match a group number which you may have received from you guided tour tickets).

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 3:

Click on “add group member” do not click on the text box. This field is automatic

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.

Group *

You can add a visitor to any of the active groups or a new group will be created.

*

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 & add additional

STEP 4:

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

STEP 5:

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

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

If you have more than 1 group members, repeat steps 3&4 for all visitors you wish to add to your group.

✓ 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