

The United Nations Office at Geneva presents its compliments to the permanent missions and permanent observer offices to the United Nations Office at Geneva, and has the honour to provide an update on the current procedure for obtaining United Nations identification cards and car stickers.

Initial requests (generally in case of a new arrival) as well as requests for renewals for the issuance of identification cards for the members of permanent missions to the United Nations Office at Geneva should be addressed to the Chief of the Protocol and Liaison Service, in writing (by post, pdf scan (unog.protocol@un.org) or facsimile (022 917 00 00))

All initial applications as well as requests for renewals for a United Nations identification card must bear: (1) the seal of the mission; (2) the duly identified signature of the head of mission or, in the event of his/her absence, of the chargé d'affaires a.i., who shall have been designated and announced by the head of mission in advance; (3) the surname and given name, title or function, passport number and a copy of the passport, reason for the request and the desired period of validity of the requested card. For diplomatic members (holder of a *carte de légitimation* category B or C), the mission shall indicate whether the person will be included in the "Blue Book", his/her precedence in the list of diplomatic members and if he/she replaces another diplomat.

In addition to the above, the applicants are requested to register online. The individual request with an electronic copy of the initial application can be submitted via <http://reg.unog.ch/e/UNID>. This procedure not only enables the applicant to initialise the needed profile requested for any registration to UN conferences or events at the Palais des Nations but represents an important reduction in processing time as once the request has been approved by the Chief of the Protocol and Liaison Service, the applicant will be immediately notified through the e-mail address entered and can directly proceed to the Identification office situated at the Pregny gate in order to have the ID card issued.

Permanent missions and permanent observer offices will kindly note the following additional information concerning initial requests: (1) this procedure applies also to spouses of members of the diplomatic corps and to all other mission staff (spouses not included); (2) this procedure does not concern children of members of the diplomatic corps and mission staff nor all other relatives; (3) the validity of the identification card shall not exceed two years; (4) at the time of the bearer's departure, the card must be returned directly to the Identification Unit of the Security and Safety Service.

To: Permanent missions and permanent observer offices
to the United Nations Office at Geneva