



# TO GET YOUR UNITED NATIONS ID CARD



## NEW LOCATIONS:

### Getting your UN ID for the 70<sup>th</sup> General Assembly

#### DELEGATES: YOU CAN GET YOUR ID CARD AT:

- D** • United Nations Pass and ID Office at 320 East 45<sup>th</sup> Street
- \* or **from 24 to 29 September only**  
UNITAR Building corner of 45<sup>th</sup> Street and 1<sup>st</sup> Avenue

#### UN STAFF MEMBERS OR AFFILIATES: YOU CAN GET YOUR ID CARD AT:

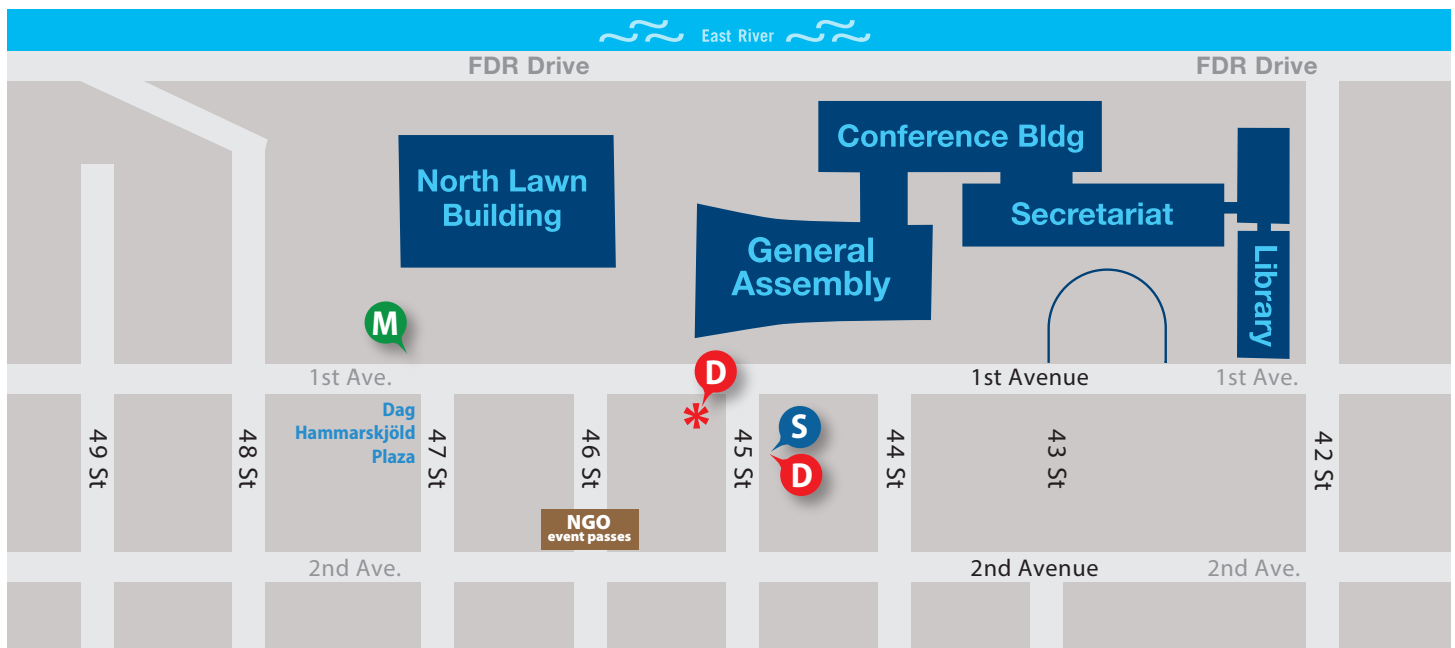
- S** • United Nations Pass and ID Office at 320 East 45<sup>th</sup> Street

#### MEDIA: YOU CAN GET YOUR ID CARD AT:

- M** • Media Accreditation Tent located at the United Nations 47<sup>th</sup> Street Gate on 1<sup>st</sup> Avenue.

#### NGOs:

Event specific passes will be issued on the corner of 2<sup>nd</sup> Avenue and 46<sup>th</sup> Street one hour prior to your event by the event organizers. ***(NGO ID cards with photos will not be issued until after the General Debate has concluded. Your annual NGO ID card will not be valid during this period)***



# DELEGATES

**GO TO > 320 E. 45th Street**  
(between 1st and 2nd Avenues)

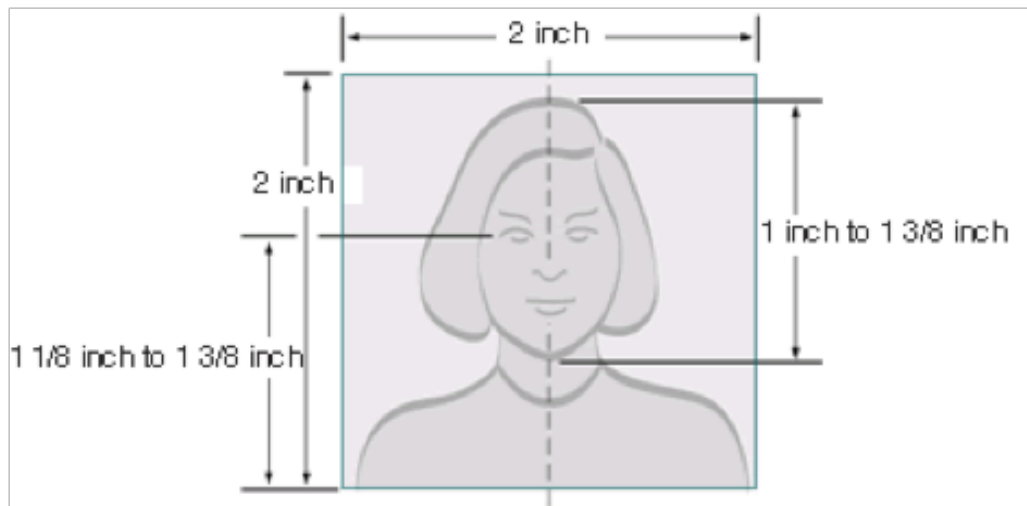
FROM 24 TO 29 SEPTEMBER,  
DELEGATES CAN ALSO

**GO TO > 1st Ave. at 45th St.**  
(UNITAR BLDG)

## DELEGATES

- Requests for passes for delegates must be submitted through the focal point in your country's permanent mission to the United Nations. Your focal point will submit your request for approval through the online registration website.
- Along with your request you **may** provide a digital (jpeg format) passport type photo. If you submit a photo, your permanent mission can provide the approved request along with a copy of your passport to the Pass and ID Office to have your UN ID card printed prior to your arrival. This way you can avoid waiting on line to get your UN ID card at the UN pass and ID Office.
- Please note that if your request with photo is not submitted by 04 September 2015 there is no guarantee that your ID card will be pre-printed **prior to the high-level summit**. You will likely have to report to the Pass and ID Office to get your ID card.
- Your digital photo should have the following specifications:
  - » In color
  - » 2 x 2 inches (51 x 51 mm) in size
  - » Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
  - » Taken within the last 6 months to reflect your current appearance
  - » Taken in front of a plain white or off-white background
  - » Taken in full-face view directly facing the camera
  - » With a neutral facial expression and both eyes open
  - » **Dimensions:** The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
  - » **Color:** The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
  - » **File Format:** The image must be in JPEG file format
  - » **File Size:** The image must be less than or equal to 240 kB (kilobytes).
  - » **Compression:** The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
  - » Taken in clothing that you normally wear on a daily basis:

- » Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
- » You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
- » Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
- » If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
- » Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).
- » **Photo Head Size Template**



- » Photo must be 2 inches by 2 inches
  - » The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
  - » Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo
- If you do not submit a photo and have not had your photo taken by the United Nations Pass and ID office in the last five years you will have to report to the Pass and ID Office to receive you ID card.
  - If you submit a photo please also provide a copy of your passport to your permanent mission focal point. They will need to present that to the Pass and ID Office to pick up your ID card. If you do not provide a copy of your passport your ID card will not be printed prior to your arrival and you will have to report to the Pass and ID Office to receive your ID card.

## UN STAFF & AFFILIATES

**GO TO > 320 E. 45th Street**  
(between 1st and 2nd Avenues)

### STAFF AND AFFILIATES

Staff and affiliates must follow normal procedures to get your UN ID card. You will receive your new ID card in the Main Pass and ID Office at 304 East 45<sup>th</sup> Street. However, in order to avoid the long lines during the heightened security period of the General Assembly, it is recommended that you do not wait until your ID card has expired before you renew it. Your ID card can be renewed even if it is not expired as long as you present your current ID card at the time of renewal. So check the expiration date on your card. If it is going to expire between Sept 21<sup>st</sup> and October 2<sup>nd</sup> renew it early!

## MEDIA

**GO TO > 1st Avenue at 47th Street**

### MEDIA

Like the delegates, media will be able to submit photos to the Media Accreditation Liaison Unit by sending them an attached photo via email, along with their assignment letter, to [MALU@un.org](mailto:MALU@un.org). Please follow the same photo specifications listed above. Each media member must also complete an online account: <http://www.un.org/en/media/accreditation/form/>. If you submit a photo or have had your photo taken by the Pass and ID Office within the last five years, every effort will be made to pre-print your ID card. Please be sure to have a valid passport to present when you are picking up your ID card.

## OTHERS

### SIDE EVENT ORGANIZERS

If you are a permanent mission or UN department and you are organizing a side event for this period, please be reminded that your submission for side event tickets must be submitted 48 hours prior to your event. This is particularly important during this extremely busy time. Requests that are not submitted by the deadline may not be processed on time for your event.

**PASS AND ID HOURS OF OPERATION FOR UNGA 70**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>SEPT 16</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm	<b>SEPT 17</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm	<b>SEPT 18</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm	<b>SEPT 19</b> Pass Office: 320 E. 45th Street 9:00am - 5:00pm
<b>SEPT 20</b> Pass Office: 320 E. 45th Street 9:00am - 5:00pm	<b>SEPT 21</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St.	<b>SEPT 22</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St.	<b>SEPT 23</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 9:00am - 6:00pm 1st Ave at 47th St.	<b>SEPT 23</b> Pass Office: 320 E. 45th Street 9:00am - 7:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 9:00am - 7:00pm 1st Ave at 47th St.	<b>SEPT 25</b> PAPAL VISIT Pass Office: 320 E. 45th Street 8:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 7:00am - 6:00pm 1st Ave at 47th St.	<b>SEPT 26</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 9:00am - 6:00pm 1st Ave at 47th St.
<b>SEPT 27</b> Pass Office: 320 E. 45th Street 9:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 9:00am - 6:00pm 1st Ave at 47th St.	<b>SEPT 28</b> GENERAL DEBATE, DAY 1 Pass Office: 320 E. 45th Street 7:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 7:00am - 6:00pm 1st Ave at 47th St.	<b>SEPT 29</b> GENERAL DEBATE, DAY 2 Pass Office: 320 E. 45th Street 8:00am - 6:00pm <b>Plus a 2nd location for DELEGATES:</b> UNITAR Building 1st Ave at 45th St. <b>MEDIA TENT:</b> 8:00am - 6:00pm 1st Ave at 47th St.	<b>SEPT 30</b> GENERAL DEBATE, DAY 3 Pass Office: 320 E. 45th Street 8:00am - 6:00pm <b>MEDIA TENT:</b> 8:00am - 6:00pm 1st Ave at 47th St.	<b>OCT 01</b> GENERAL DEBATE, DAY 4 Pass Office: 320 E. 45th Street 8:00am - 6:00pm <b>MEDIA TENT:</b> 8:00am - 6:00pm 1st Ave at 47th St.	<b>OCT 02</b> GENERAL DEBATE, DAY 5 Pass Office: 320 E. 45th Street 8:00am - 6:00pm <b>MEDIA TENT:</b> 8:00am - 6:00pm 1st Ave at 47th St.	<b>OCT 03</b> GENERAL DEBATE, DAY 6 Pass Office: 320 E. 45th Street 9:00am - 4:30pm <b>MEDIA TENT:</b> 1:00pm - 4:30pm 1st Ave at 47th St.
<b>OCT 04</b> CLOSED <b>MEDIA TENT:</b> CLOSED	<b>OCT 05</b> GENERAL DEBATE, DAY 7 Pass Office: 320 E. 45th Street 9:00am - 4:30pm <b>MEDIA TENT:</b> 9:00am - 4:30pm 1st Ave at 47th St.	<b>OCT 06</b> GENERAL DEBATE, DAY 8 Pass Office: 320 E. 45th Street 9:00am - 4:30pm <b>MEDIA Accreditation returns to UNITAR Bldg</b>	<b>OCT 07</b> GENERAL DEBATE, DAY 9 Pass Office: 320 E. 45th Street 9:00am - 4:30pm	<b>OCT 08</b> GENERAL DEBATE, DAY 10 Pass Office: 320 E. 45th Street 9:00am - 4:30pm	<b>OCT 09</b> GENERAL DEBATE, DAY 11 Pass Office: 320 E. 45th Street 9:00am - 4:30pm	