



TO GET YOUR UNITED NATIONS ID CARD



LOCATIONS:

Getting your UN ID for the 72nd Session of the General Assembly

D **DELEGATES:** YOU CAN GET YOUR ID CARD AT:

- United Nations Pass and ID Office at 320 East 45th Street (between 1st and 2nd Avenues)

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

- United Nations Pass and ID Office at 320 East 45th Street (between 1st and 2nd Avenues)

M **MEDIA*:** YOU CAN GET YOUR ID CARD AT:

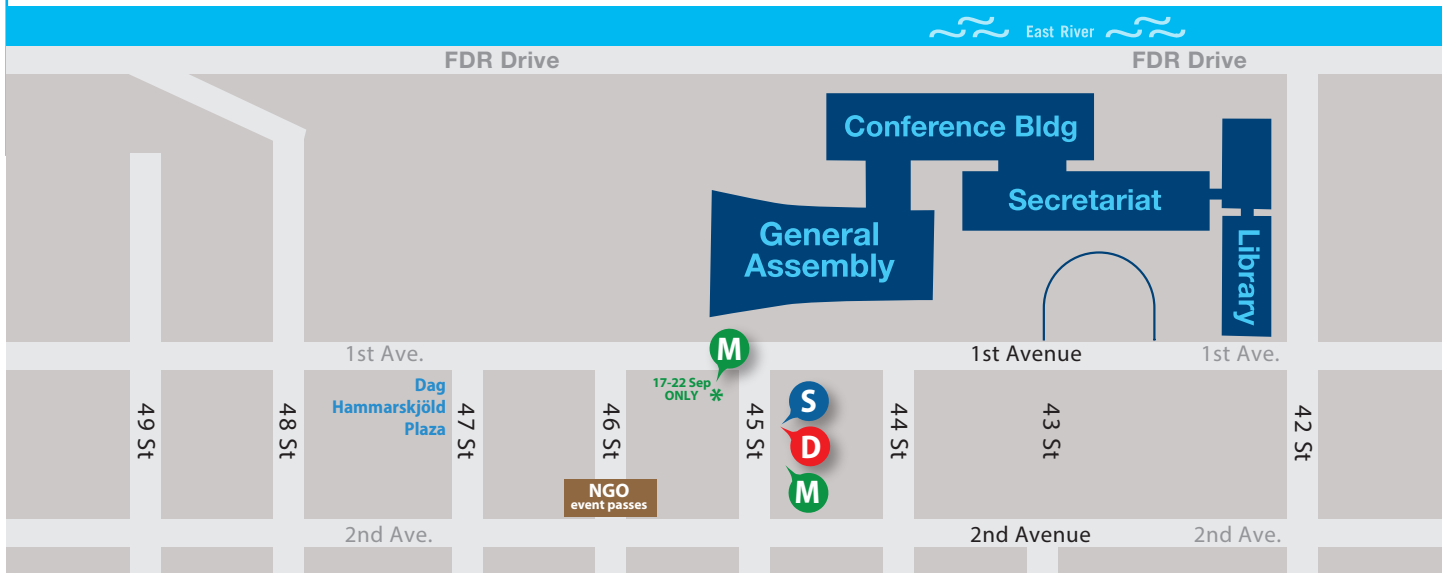
- United Nations Pass and ID Office at 320 East 45th Street (between 1st and 2nd Avenues) up to September 16th and from September 25th onwards.

* From September 17th to September 22nd Media ID CARDS will ONLY be issued at the UNITAR Building, corner of 45th Street and 1st Avenue.

NGOs:

Event specific passes will be issued by the event organizers on the corner of 2nd Avenue and 46th Street one hour prior to your event.

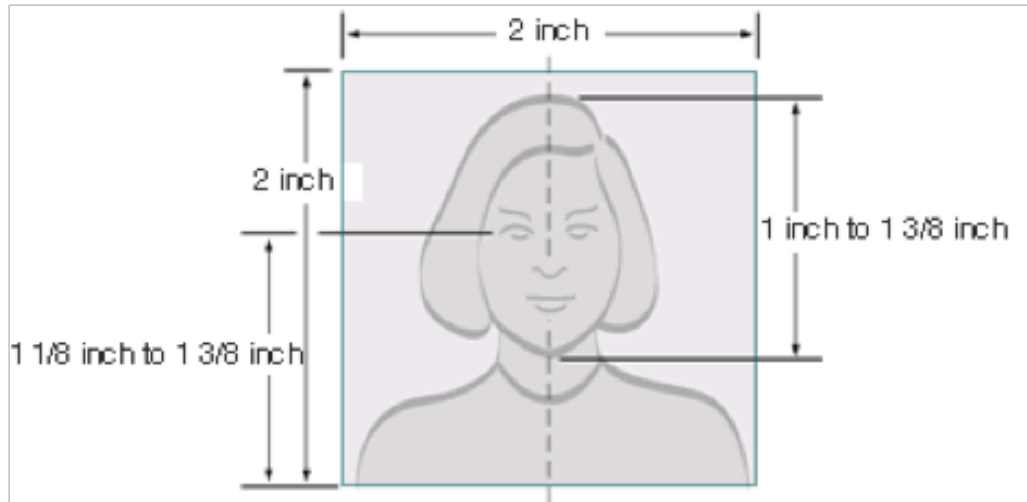
NGO ID cards with photos will not be issued until after the General Debate has concluded. Your annual NGO ID card will not be valid during the General Debate.



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 **must** 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 bio page to the Pass and ID Office to have your UN ID card color 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 **September 4th 2017** 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 process your ID card. This may result in delays due to anticipated long lines.
- 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 (see sketch below).
 - » 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 personally report to the Pass and ID Office to receive your ID card. Please be sure to have a valid passport to present when you are picking up your ID card.
 - If you submit your photo please also provide a copy of your passport bio page to your permanent mission focal point with your application. 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 with your passport to process and receive your ID card. Again, this may result in delays.

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 receive their UN ID card. You will receive your new ID card in the Main Pass and ID Office at 320 East 45th 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 along with relevant SSS-160 form. Please check the expiration date on your card. If your ID Card will expire between September 18th and October 2nd renew it early!

MEDIA

GO TO: 320 E. 45th Street
(between 1st and 2nd Avenues)
up to September 16th and from September 25th onwards.

From September 17th to September 22nd Media ID CARDS will ONLY be issued at the UNITAR Building, corner of 45th Street and 1st Avenue.

MEDIA

Like the delegates, media must 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. 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/>. 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. All the requests for Side Events must be submitted via email to Captain Malinda McCormack (mccormackm@un.org) and CC Sergeant Kenneth Giles (gilesk@un.org) and Security_Service_Coordinator@un.org

PASS AND ID HOURS OF OPERATION FOR UNGA 72

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						SEPT 09 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 9:00am – 5:00pm
SEPT 10 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 9:00am – 5:00pm	SEPT 11 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 12 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 13 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 14 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 15 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 6:00pm	SEPT 16 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 9:00am – 5:00pm
SEPT 17 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 9:00am – 5:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 10:00am – 6:00pm	SEPT 18 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:00am – 6:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 7:00am – 7:00pm	SEPT 19 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:00am – 6:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 7:00am – 6:00pm	SEPT 20 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:00am – 6:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 8:00am – 6:00pm	SEPT 21 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:00am – 6:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 8:00am – 6:00pm	SEPT 22 GENERAL DEBATE, DAY 4 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:00am – 6:00pm MEDIA: 1st Ave at 45th St. (UNITAR Building) 8:00am – 5:00pm	SEPT 23 CLOSED
SEPT 24 CLOSED	SEPT 25 GENERAL DEBATE, DAY 5 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 26 GENERAL DEBATE, DAY 6 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 27 GENERAL DEBATE, DAY 7 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 28 GENERAL DEBATE, DAY 8 Delegates: Staff/Affiliates: Pass Office at 320 E. 45th Street 8:30am – 4:00pm	SEPT 29 Regular Pass Office Hours 8:30am – 4:00pm	SEP 30 CLOSED