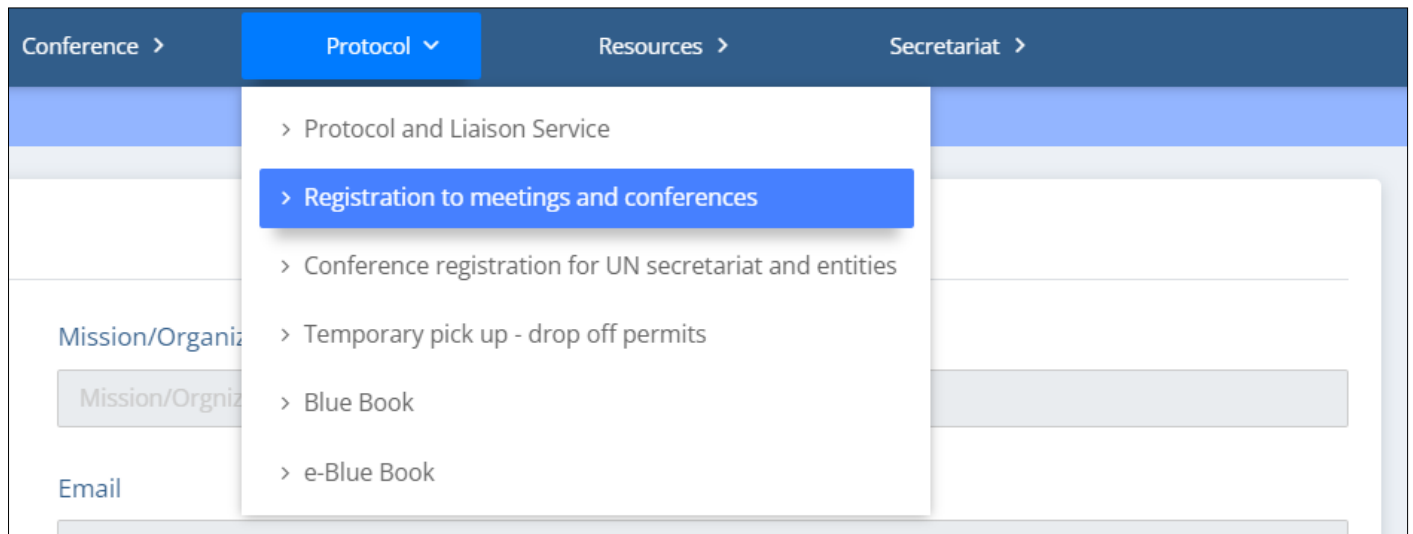


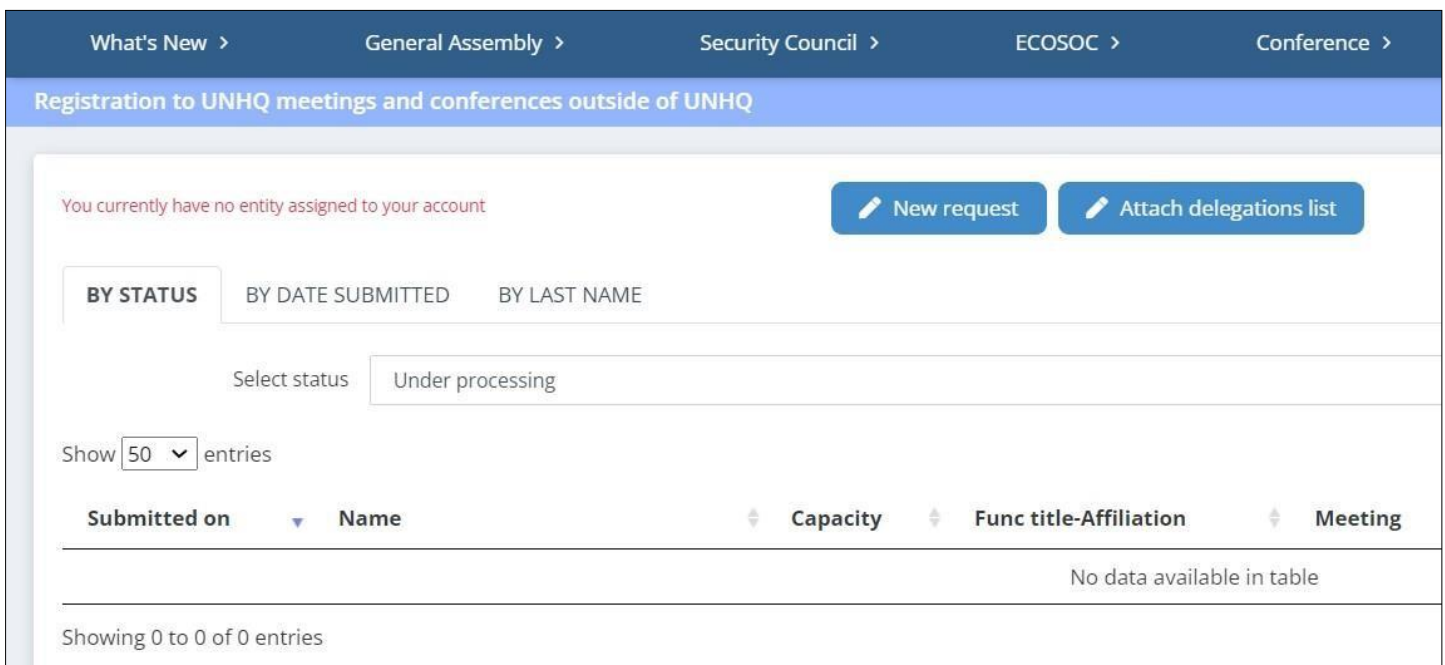
# Instructions for requesting media passes through the [e-deleGATE](https://edelegate.un.int/) portal (<https://edelegate.un.int/>)

All requests for media passes should be submitted via e-Registration at least 48 hours in advance. After receiving the approval email, please allow at least one business day to process before visiting the Pass and ID Unit. Media representatives from outside the host country are expected to have the appropriate visa or work authorization. All media representatives must read, accept and abide by the Media Access [Guidelines](#).

1. Select **Registration to meetings and conferences**, under the **Protocol** menu.



2. Select **New request**



3. Select **UNHQ meetings** for media passes to UNHQ New York OR **Conferences outside of UNHQ** for passes to UN conferences at other locations serviced by the Media Accreditation and Liaison Unit

The screenshot shows a web interface for registration. At the top, there is a navigation bar with links: What's New >, General Assembly >, Security Council >, ECOSOC >, Conference >, and Protocol >. Below this is a header for "Registration to UNHQ meetings and conferences outside of UNHQ". A blue "Back" button is on the left. A red message states "You currently have no entity assigned to your account". Below this is a label "\* (Required fields)". There are two radio buttons: "UNHQ meetings" (which is selected) and "Conferences outside of UNHQ". Below the radio buttons is a "Capacity" label followed by a text input field.

*Please note, only the official photo/video of the delegation and accompanying journalists require media passes. For spokesperson, press attaché, speech writer, etc. apply for a delegation pass.*

4. (A) Select **Media** from the **Capacity** pull down menu (**UNHQ meetings**).

This screenshot is similar to the previous one, but the "Capacity" dropdown menu is open. The menu lists several options: VIP or spouse of VIP, VIP as Head of Delegation, Head of Delegation, Representative, Alternate Representative, Adviser, Expert, Interpreter, Spouse, Staff or freelance/local interpreter, Security, and Media. The "Media" option is highlighted in blue. The "UNHQ meetings" radio button remains selected.

**OR**

4. (B) Select **Media** from the **Capacity** pull down menu (**Conferences outside of UNHQ**).

This screenshot is similar to the previous one, but the "Conferences outside of UNHQ" radio button is selected. The "Capacity" dropdown menu is open, showing options: Head of Organization or spouse of Head of Organization, Head of delegation, Observer delegate, Security, and Media. The "Media" option is highlighted in blue.

5. Type the purpose of visit (VIP visit coverage, UNGA, Security Council meeting, etc.), dates of visit, applicant's personal details.

What's New > General Assembly > Security Council > ECOSOC > Conference > Protocol > Resources >

\* Photo in JPEG format for passes longer than 5 days and General Debate: if no photo is uploaded, one will be taken in person at Pass Office  
All media members must read, accept and abide by the Guidelines on Media Access at United Nations Headquarters (posted here)

**PURPOSE OF VISIT**

Purpose of visit \*

Assignment start date \* dd/mm/yyyy

Assignment end date \* dd/mm/yyyy

**MEDIA PERSON DETAILS**

Gender \*

First name (Prénom) \*

Middle name

Last name (Nom de famille) \*

Phone (country-area code-number) \*

6. Select the **Functional title** from pull down menu. Important to note if it is the official photographer or official videographer of the delegation. For **Media organization**, type the employing media outlet or the government office for official photographer and official videographer.

What's New > General Assembly > Security Council > ECOSOC > Conference > Protocol > Resources >

Phone (country-area code-number) \*

e-Mail \*

Functional title \*

Media organization \*

Street \*

City \*

Zip code \*

Date of birth (dd/mm/yyyy): \*

Passport - country of issuance \*

- Official photo
- Official video
- Reporter
- Producer
- Technician
- Correspondent
- Editor
- Photographer
- Director
- Cameraperson
- Other

7. Upload copy of media representative's passport ID page. Upload the Note Verbale from the Mission, with name of the media personnel, organization, dates and purpose of visit. Upload photo in JPEG format (if photo is required but not uploaded or does not meet specifications, one must be taken in person).

The screenshot shows a web form with a dark blue navigation bar at the top containing links: 'What's New >', 'General Assembly >', 'Security Council >', 'ECOSOC >', 'Conference >', 'Protocol >', and 'Resources >'. The 'Protocol >' link is highlighted. Below the navigation bar, the form has several input fields: 'name \*', 'Emergency contact - last name \*', 'Emergency contact - phone (country-area-number) \*', 'Note Verbale \*', and 'Photo'. Each of these fields has a blue button with a white plus sign and the text '+ Choose'. Below the form fields, there is a section titled 'NOTIFICATIONS'.

8. Confirm that the media personnel will abide by the media access guidelines by checking the box.

The screenshot shows a confirmation step in a web form. At the top, there is a link: [CLICK HERE TO READ GUIDELINES ON MEDIA ACCESS AT UNITED NATIONS HEADQUARTERS](#). Below this, there is a checkbox followed by the text: 'I, XXXX, on behalf of, confirm that the above-named is an official media representative, who is designated to cover the above-listed events, and has agreed to abide by the Guidelines on Media Access at United Nations Headquarters'. Below the text is a blue button with a white checkmark and the text: 'Submit to UN Media and Accreditation Liaison Unit'. At the bottom of the page, there is a footer with links: 'Copyright | Terms of Use | Privacy Notice | Fraud Alert | Contact Us' and the text: 'Copyright 2020 © United Nations- v2021.08.30-11:00'.

9. Click on **Submit to UN Media Accreditation and Liaison Unit**. MALU will review and an email notification will be sent to the eRegistration Focal Points. After receiving the approval email, please allow at least one business day for processing before visiting the Pass and ID Unit.