**Accreditation form for members of Permanent Missions,**

**Permanent Observer Missions and Permanent Delegation to the**

**United Nations Office at Vienna (UNOV)**

**2023-2024**

Arrival of a Diplomatic Staff member

Arrival of diplomatic spouse/ civil partner/ other\*

Issuance of a Grounds Pass for a Support Staff member

Extension/ Renewal of a Grounds Pass (Diplomatic or Support Staff)

Departure/ Cancellation of a member of the Mission (Diplomatic or Support Staff)

Promotion/ Change of the function of a member of the Mission

Appointment of Chargé d’Affaires a.i. (From:Click or tap here to enter text. To:Click or tap here to enter text.)

\*Permanent Mission/ Observer Mission/ Delegation of: Click or tap here to enter text.

\*Title: Mr. Ms.

|  |  |
| --- | --- |
| \*First name: Click or tap here to enter text. | \*Last name: Click or tap here to enter text. |

|  |
| --- |
| \*Date of Birth: Click or tap here to enter text. |

***Diplomatic Staff*:**

\*Diplomatic Rank: Click or tap here to enter text.

\*Functional Title:

Permanent Representative/Observer

Alternate Permanent Representative/Observer

Adviser to Permanent Representative/Observer

***Support Staff:***

Personal Assistant/ Secretary to the Ambassador

Administrative

Driver

Intern

Other ( Click or tap here to enter text.)

Order of precedence in the diplomatic list: \_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Spouse | Other\* | First name: Click or tap here to enter text. |
| Civil Partner | Click or tap here to enter text. | Last name: Click or tap here to enter text. |
|  | please specify relation if other |  |

|  |
| --- |
| *For Diplomatic Dependant (\*):* |

|  |  |  |
| --- | --- | --- |
| \*Date of Arrival:Click or tap here to enter text. (Assumption of duty) | Date of Departure: Click or tap here to enter text. |  |

**I confirm that the above accredited will participate in UNOV/UNODC related meetings:**

|  |  |
| --- | --- |
| Date: Click or tap here to enter text. | Click or tap here to enter text. |

Name and signature

of the Permanent Representative/Observer

Official seal of the mission

**INSTRUCTIONS**

1. Obligatory fields are noted with a red asterisk (\*)

Accreditation will not be processed unless all obligatory fields are filled in, and the following supporting documents are attached for Diplomatic and Support Staff.

1. Colour copy of national passport
2. Colour copy legitimation card or in the case of support staff a visa and recently issued “Meldezettel”
3. Colour copy of driver’s license – drivers only

The above documents should be valid for not less than six months

UNOV will not accredit Bilateral Diplomatic Staff and Household Staff of the Embassy

Diplomats and Support Staff members must be residents of Austria (except if Permanent Missions is not based in Austria)

Up to eight (8) Grounds Passes will be issued for Support Staff of the Permanent Mission.

1. Please email a scanned copy of the accreditation form and the supporting documents as attachments to unovprotocol@un.org.
2. Extensions for Diplomatic Staff/ Support Staff is granted for one (1) year.
3. Interns/ Trainees are accredited for minimum two (2) months and maximum of six (6) months and cannot be extended
4. The accredited person concerned is invited to collect his/ her grounds pass in person from the Pass Office. The national passport and/ or Legitimation Card are accepted as identification. The Pass Office is located at Gate 1 and is open from Monday to Friday from 8:00 a.m. to 4:00 p.m.
5. Permanent Missions, Permanent Observer Missions and Delegations should ensure that their respective diplomatic staff members are duly accredited as required by the protocol offices of the other organizations based at the Vienna International Centre (IAEA, UNIDO, CTBTO) as well as listed in their respective Blue Book/ database.
6. In case of lost/ stolen Grounds Passes, please provide the UNOV Protocol Office with a copy of the Police report or Magistrat lost report (“Verlustanzeige”) and a Note Verbale requesting the issuance of a replacement Grounds Pass.
7. In the absence of the Permanent Representative from the Mission, a Chargé d’Affaires a.i. has to be designated **by the Permanent Representative or the Ministry of Foreign Affairs**. A Chargé d’Affaires cannot appoint another Chargé d’Affaires. The appointment of a Chargé d’Affaires has to be communicated to the Protocol Office, indicating the exact period of time of the substitution.
8. Each diplomatic staff member is entitled to one (1) additional Vienna International Centre grounds pass, which can be granted to a dependant family member above the age of 18. A valid legitimation card will be required for this process. Children of diplomatic staff members under the age of 18 are not entitled to obtain a Vienna International Centre grounds pass.
9. Missions are kindly requested to provide a specimen copy of the signature of the Head of Mission. An original Note Verbale is required for this purpose, addressed to the UNOV Protocol office
10. Failure to follow the above instructions will cause delays in processing accreditations. No notification will be sent to the Mission concerned. Names will be deleted automatically from the database if the grounds pass is not extended within one (1) month of expiration date.