

UNOVODG-2019-00002

The Protocol Office of the United Nations Office at Vienna (UNOV) presents its compliments to the Permanent Missions, Permanent Observer Missions and Permanent Delegations to UNOV and has the honour to inform you that a new accreditation form has been issued for the year 2019. The attached accreditation form shall be used by all Permanent Missions, Permanent Observer Missions and Permanent Delegations as of 1 February 2019.

The Protocol Office of the United Nations Office at Vienna (UNOV) would kindly remind Permanent Missions, Permanent Observer Missions and Permanent Delegations to UNOV that this accreditation form is needed to maintain the information reflected in the UNOV Blue Book. Representations are kindly requested to submit this accreditation form for any arrivals, departures, extensions and promotions of the diplomatic staff members of the respective Permanent Missions and Permanent Observer Missions to UNOV, as well as for the appointment of a Chargé d' Affaires a.i.; the same accreditation form can be used for arrivals, departures, extensions and promotions of non-diplomatic staff members working at each representation.

The Protocol Office of the United Nations Office at Vienna (UNOV) wishes to remind Permanent Missions, Permanent Observer Missions and Permanent Delegations to UNOV that this accreditation form must be sent together with all the relevant scanned documentation, directly to the UNOV Protocol Office (unovprotocol@un.org) for further processing.

The Protocol Office of the United Nations Office at Vienna avails itself of this opportunity to renew to the Permanent Missions, Permanent Observer Missions and Permanent Delegations to the United Nations Office at Vienna the assurances of its highest consideration.

31 January 2019





UNITED NATIONS OFFICE AT VIENNA

ACCREDITATION FORM FOR MEMBERS OF PERMANENT MISSIONS, PERMANENT OBSERVER MISSIONS AND PERMANENT DELEGATIONS TO UNITED NATIONS OFFICE AT VIENNA (UNOV)

2019

- Arrival of a diplomatic 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:) (To:)

***PERMANENT MISSION / OBSERVER MISSION / DELEGATION OF:
(PLEASE INDICATE COUNTRY / ENTITY)**

***TITLE:** Mr. Mrs. Ms.

***FIRST NAME:**

***LAST NAME:**

***DIPLOMATIC RANK:**

***FUNCTIONAL TITLE FOR
DIPLOMATIC STAFF:**

- Permanent Representative / Observer
- Alternate Permanent Representative / Observer
- Adviser to Permanent Representative / Observer

***FUNCTIONAL TITLE FOR**

SUPPORT STAFF:

- Personal Assistant / Secretary to the Ambassador
- Administrative
- Driver
- Intern
- Messenger
- Other ()

***NATIONALITY:**

***DATE OF ARRIVAL
(ASSUMPTION OF DUTY):**

***DATE OF BIRTH:**

DATE OF DEPARTURE:

TELEPHONE:

E-MAIL :

ORDER OF PRECEDENCE IN THE DIPLOMATIC LIST:

*** DEPENDANT DIPLOMATIC FAMILY MEMBER (REGISTERED):** Spouse Other* Civil Partner

*** FIRST NAME:**

*** LAST NAME:**

Please specify relation if other is chosen

I CONFIRM THE ABOVE ACCREDITED WILL PARTICIPATE IN UNOV / UNODC RELATED MEETINGS:

DATE:

***NAME AND SIGNATURE OF THE PERMANENT REPRESENTATIVE OBSERVER
OFFICIAL SEAL OF THE MISSION**

PLEASE NOTE THAT ONLY DULY FILLED AND SIGNED FORMS, WITH THE REQUIRED SUPPORTING DOCUMENTS, WILL BE PROCESSED. PLEASE SEND A SCANNED COPY TO UNOVPROTOCOL@UN.ORG

* ONE (1) DEPENDANT FAMILY MEMBER ABOVE THE AGE OF 18 AND IN POSSESSION OF A VALID LEGITIMATION CARD

INSTRUCTIONS

1. Obligatory fields are noted with an 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.
 - a. Colour copy of national passport
 - b. Colour copy of legitimation card (**clearly indicating United Nations**) or in the case of Support Staff a visa and **recently issued “Meldezettel”**
 - c. 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 Mission is not based in Austria*).

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

2. Please e-mail a scanned copy of the accreditation form and the supporting documents as attachments to unovprotocol@un.org.
3. Extensions for Diplomatic Staff / Support Staff is granted for one (1) year.
4. Interns/Trainees are accredited for **minimum of two (2) months and maximum of six (6) months** and cannot be extended.
5. The accredited person concerned is invited to collect his/her grounds pass in person from the Pass Office. The national passport and legitimation card be presented as an accepted form of 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.
6. **All grounds passes must be returned upon conclusion of the assignment to the Pass Office at Gate 1.**
7. Permanent Missions and Permanent Observer Missions 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, CTBTO, UNIDO) as well as listed in their respective Blue Book/data base.
8. In case of lost/stolen grounds passes, please provide 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.
9. **In the absence of the Permanent Representative from the mission, a Chargé d’Affaires ad interim 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 informed to the Protocol Office, indicating the exact period of time of the substitution.**
10. 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.
11. 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.
12. **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.**