



TO: All Executive Offices of UN Departments, Funds,
A: Programs, and Specialized Agencies,
United Nations Headquarters and Offices Away
from Headquarters

DATE: 20 November 2024

REFERENCE:

CLASSIFICATION: Unclassified

THROUGH:

S/C DE:

FROM: Michael Browne, Chief,

DE: Security and Safety Service, UNHQ

A handwritten signature in black ink, appearing to be 'Michael Browne'.

SUBJECT: **Changes to UNHQ Access Procedures for UNLP Holders**

OBJET:

1. The Security and Safety Service of the United Nations Headquarters (UNHQ) would like to inform all staff members of recent changes regarding entry into the UNHQ and annex buildings for United Nations Laissez-Passer (UNLP) holders. Effective 1 December 2024, UNLP holders will no longer be granted entry to UNHQ solely upon presentation of their UNLP at access points to the complex. These changes are necessary to strengthen emergency preparedness and ensure the safety of all personnel. By integrating access through the automated control systems, UNHQ can more effectively account for staff during emergencies, improving response times and coordination in critical situations. This update also addresses previously identified concerns related to the access of UNLP holders and aligns UNHQ access protocols with those in place at other Offices Away from Headquarters (OAHs) and Regional Commissions (RCs).
2. The UNLP is a UN asset provided to staff for official travel and remains the official travel document for UN personnel. However, to ensure seamless access and enhance security measures, all UNLP holders will need to obtain a UN grounds pass to enter UNHQ and annex buildings. The grounds pass will facilitate access through the automated control systems.
3. The procedures for accessing the UNHQ for UNLP holders will be as now follows:

Access to the UNHQ for Official Business

- a. In coordination with the respective Executive Office, UNLP holders conducting **official business** at UNHQ must complete an SSS.160 form to receive a UN Staff grounds pass (with photo) which will be valid for the duration of their official meetings. An authorized signatory must sign the SSS.160 form, which must be presented in hard copy at the Pass and ID Office on 405 East 45th Street in order to have a grounds pass issued.

- b. For one-time access (once within a week), a UNLP holder can be met at the Visitors Entrance to the UNHQ by a staff member with a valid UNHQ ID and be signed in as a guest. In this case the UNLP holder must be escorted at all times when in the UNHQ and will be required to undergo security screening.

Visits to UNHQ for Non-Official Business

- c. UNLP holders not on official business will be directed to the Visitors Centre (45th street and First Avenue) for a visitor's day pass. Please note that the UNLP holder will be required to undergo screening should this option be utilized and will only have access to the public areas of the UNHQ.
 - d. A staff member with a valid UNHQ grounds pass can also meet the UNLP holder at the Visitors' Entrance and to be signed in as a guest. In this case, the UNLP holder must be escorted at all times when in the UNHQ and will be required to undergo security screening.
- 4. Some Offices Away from Headquarters and Regional Commissions that use access control systems compatible with the UNHQ may have the ability to activate passes for use at the UNHQ. Staff should contact their local Pass and ID Office and ask for assistance before travelling.
 - 5. Please ensure that all relevant personnel are informed of this change and that appropriate measures are taken to obtain the necessary passes in advance of any official meetings. Should you have any questions or require further clarification, do not hesitate to contact the UNHQ Pass and ID Office at +1 212-963-7533 or through email at office06@un.org for assistance.
 - 6. We appreciate your cooperation in adhering to these updated access procedures, which are essential for maintaining the safety and security of the UNHQ.