



17 September 2020

Information circular*

To: Members of the staff at Headquarters
From: The Under-Secretary-General for Safety and Security
Subject: **Arrangements for admission to United Nations Headquarters during the seventy-fifth session of the General Assembly**

I. Introduction

1. The present circular describes the arrangements that will be in effect at United Nations Headquarters for admission to the premises and with respect to parking during the seventy-fifth session of the General Assembly, which will be in effect until close of business on 17 September 2021.
2. **Specific information concerning the security arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-fifth session of the General Assembly, from 21 September to 2 October 2020, will be released in a separate circular ([ST/IC/2020/17](#)).**

II. Admission to the Headquarters premises

3. Staff members, affiliates, accredited media representatives, interns and individuals holding retiree passes, temporary photo and non-photo passes, Protocol courtesy passes and gold courtesy passes will be admitted to the Headquarters premises only upon presentation of a valid United Nations grounds pass or laissez-passer.
4. In view of the enhanced safety protocols that have been introduced in response to the coronavirus disease (COVID-19) pandemic, everyone is required to wear a mask and observe physical distancing while on the premises of the United Nations. In addition, all are reminded that the provisions of Secretary-General's bulletin [ST/SGB/259](#) of 2 July 1993, on the wearing of grounds passes, will be strictly enforced, in particular the requirement that such passes be worn prominently on the outer clothing of the holder and the fact that they are subject to verification by security officers.
5. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow their holder. All authorized pass holders are therefore reminded that their grounds passes are solely

* Expiration date of the present information circular: 17 September 2021.



for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

6. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, which is located on the ground floor of 320 East 45th Street, upon presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

7. Staff members who arrive without their grounds passes may obtain a day pass upon verification of their identity at the Pass and ID Office or at the visitors' centre in the UNITAR Building, located at 801 First Avenue, at the corner of First Avenue and 45th Street. Operations at the visitors' check-in office are temporarily suspended but will resume on the same date as the building reopens to the public. A staff member may also be escorted by another staff member to the information and reception desk, located in the lobby of the General Assembly Building, where they may also obtain a day pass.

III. Admission of non-United Nations personnel

8. The United Nations is currently closed to the public, including for guided tours. As such, only official business is being conducted on the premises. A date for the resumption of public access will be determined at a later stage.

9. All visitors to Headquarters (with or without a tour, guests attending the Delegates Dining Room or messengers) now require a United Nations security pass to enter the United Nations Headquarters premises. The pass must be obtained from the visitors' check-in office before entering the screening area of the Headquarters complex. During the closure of the visitors' check-in office, any exceptional approval for the issuance of this category of passes should be referred to the Security Event Planning Unit, by calling 212 963-7028.

10. All visitors to the United Nations of 18 years of age and older (and unaccompanied children of 12 years of age and older) require a government-issued photo identification issued by a Member State or an observer State of the United Nations to enter Headquarters. Photo identification must be original (neither photographs nor photocopies are accepted) and can be a passport, driver's licence or national identity card. For security reasons, children under 5 years of age are welcome at the United Nations but are not permitted on tours.

11. All visitors are subject to security screening at the 46th Street entrance prior to being granted access to the public areas.

12. Messengers, personal visitors and guests are required to be met by a staff member and, as required for further access to the restricted areas, must be signed in at the information and reception desk in the General Assembly lobby in order to be issued with a day pass. Furthermore, staff members must escort their visitors and guests at all times while they are on the United Nations premises.

13. In order to avoid any inconvenience, visitors and guests should be informed in advance that valid government-issued identification is required.

IV. Access to the 42nd, 45th and 46th Street entrances

14. Access to the 42nd Street entrance is for staff members, including those to whom only a United Nations laissez-passer has been issued. Member State delegates, resident affiliates and resident correspondents with authorized access who do not require security screening are also allowed access through the 42nd Street entrance.
15. Access to the 45th Street delegates' entrance is restricted to senior United Nations officials (holders of a gold-coloured grounds pass), members of delegations and holders of a Protocol gold courtesy or Protocol VIP pass.
16. The 46th Street entrance is to be used by all categories of pass holders, as well as non-resident correspondents, media, messengers, guests and visitors requiring security screening.
17. The opening hours of the pedestrian entrances are as follows:
 - (a) 42nd Street and First Avenue: 7 a.m. to 7 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is through the pedestrian gate at the 43rd Street entrance;
 - (b) 45th Street and First Avenue: 9 a.m. to 6 p.m. on weekdays;
 - (c) 46th Street and First Avenue: 8 a.m. to 6 p.m. on weekdays.
18. Packages brought onto the premises at all entry points are subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

V. Access to restricted areas

19. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.
20. Access to the General Assembly and Conference Building area is permitted only upon presentation of the appropriate secondary pass or a special event pass indicating the relevant General Assembly area, together with a United Nations grounds pass. Secondary passes are issued by the Pass and Identification Unit of the Security and Safety Service to the executive offices or administrative units, in accordance with the agreed arrangements.
21. Representatives of non-governmental organizations will not have access to the restricted areas. Their access to meetings at Headquarters will be honoured upon verification of a valid United Nations grounds pass.

VI. Access for members of the media

22. Resident correspondents without equipment are allowed access to the 42nd Street or the 46th Street entrances with their United Nations-issued grounds passes.
23. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly or Conference Buildings must use the 46th Street entrance, present a valid grounds pass and undergo security screening in order to gain access to the premises.

24. Unescorted access is allowed in the Conference Building and the General Assembly lobby for media who are not filming.
25. Second-floor access to the Conference Building is restricted to resident correspondents without equipment.
26. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.
27. Only resident correspondents are allowed access to the premises after normal business hours and on weekends.
28. Visiting media are only allowed after normal working hours, should there be an event or a meeting in progress.
29. For additional information on media guidelines, please contact the Media Accreditation and Liaison Unit.

VII. Pass and Identification Unit

30. The Pass and Identification Unit, located on the ground floor of 320 East 45th Street, is open to staff members and members of delegations between 8.30 a.m. and 4 p.m. on weekdays.
31. Members of the media are assisted with accreditation in the UNITAR Building and are thereafter requested to proceed to the main office for pass issuance.
32. During the high-level period of the General Assembly and the general debate, additional days and hours of operation are in place, which are detailed in the information circular that describes the security arrangements during that time frame (see para. 2 above).

VIII. Access to vehicular entry points

33. The very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades.
34. Vehicular access to the premises at 43rd Street, which is open 24 hours a day, 7 days a week, will continue to be restricted to delegation vehicles when the permanent representative or deputy permanent representative is in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto the United Nations premises.
35. Outside the high-level period, staff members may use that entrance between the hours of 7 p.m. and 5 a.m. on weekdays and any time on the weekends.
36. The 42nd Street garage entrance and exit is open from 6 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will exit the garage through the 43rd Street entrance.
37. All vehicles entering the garage, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto the United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

38. Parking for bicycles and portable personnel carriers is available in the caged area especially provided for that purpose at the corner of First Avenue and 48th Street. Bicycles are not permitted access to the United Nations Headquarters premises.

39. The operation of, and access by, any unmanned aerial vehicle, more commonly known as a “drone”, is not permitted on the grounds of the Headquarters premises or within the airspace of the Headquarters facilities, unless specifically authorized.

IX. Parking

40. As a result of the ongoing response to the COVID-19 pandemic, there are special provisions in place for parking in the garage. Except for those mission vehicles with specific exemptions, all persons with a grounds pass who are authorized to park in the garage are required to purchase a ticket at the point of entry. The ticket must be prominently displayed on the dashboard of the vehicle while it remains parked on the United Nations premises. However, as the Organization is proceeding in a phased manner to return to normal operations, all users should remain alert to special instructions periodically published by the Garage Administration regarding use of the garage facilities.

41. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint before the vehicle enters the premises.
