***Sample letter for NGOs in consultative status with ECOSOC***

***To request accreditation at the United Nations Office at Geneva in 2024***

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO: DATE:

Ms. Sophie Torelli Chironi

Chief, NGO Liaison Unit

Building H, Palais des Nations

1211 Geneva 10

Switzerland

E-mail: unog.ngo@un.org

Dear Madam,

**[PLEASE ENTER THE NAME OF YOUR ORGANIZATION]** is a non-governmental organization in consultative status with the Economic and Social Council since **[YEAR**].

I am requesting the following accreditation(s) for the representatives of my organization for 2024:

□ Annual accreditations / grounds passes:

* **[Mr/Ms] [First name, last name], as [President/Chief Executive Officer]**
* **[Mr/Ms] [First name, last name], as [Chief Administrative Officer]**
* **[Mr/Ms] [First name, last name], as [Geneva Main Representative]**
* **[Mr/Ms] [First name, last name], as [Geneva Additional Representative]**

□ Temporary accreditations / grounds passes:

* **[Mr/Ms] [First name, last name], as** **[Geneva Additional Representativ****e] from [1 to 3 months]**

□ I hereby confirm that I have pre-registered the above-mentioned representatives in the iCSO database of the <https://esango.un.org> website.

□ I hereby confirm that the temporary accreditation(s) will not be used to attend a specific meeting for which an online registration page exists on the UNOG’s registration platform [**Indico**](https://reg.unog.ch/) and I understand that registration requests for a specific meeting will be handled by the secretariat of the meeting of interest via [**Indico**](https://reg.unog.ch/).

□ I am aware that holders of UNOG accreditation(s) / grounds passes are subject to relevant UN rules and regulations and must fully comply with the [**General guidelines for NGO representatives**](https://www.ungeneva.org/sites/default/files/2022-12/General-guidelines-NGO-representatives.pdf) accredited at the United Nations Office at Geneva, as well as directions set forth by the UNOG Security and Safety Service.

□ I hereby confirm that I have read and understood the additional information set out below.

Thank you for your assistance.

Sincerely,

 **NAME, TITLE**

**SIGNATURE** (as shown in passport)

**Annex: important additional information**

The letter should contain the following mandatory elements:

* Official letterhead of the NGO.
* For annual accreditations: signature of the President/CEO or CAO, whose details have been pre-registered online.
* For temporary accreditations: signature of the President/CEO or CAO and Main representative with accrediting rights, whose details have been pre-registered online.
* Names of designated representatives of the NGO, as registered in the iCSO database and as shown on passport.
* Signatures on the request letters should be authentic. In case of inconsistencies, accreditation may be refused.
* Representative types, as selected in the iCSO database.
* Dates requested for the temporary accreditations, as selected in the iCSO database.

**Accreditation requests will not be processed if one of those elements is missing.**