**TEMPLATE FOR LETTER TO REQUEST UN GROUNDS PASSES IN NEW YORK IF YOUR ORGANIZATION HAS NEVER HAD UN GROUNDS PASSES APPROVED IN NEW YORK BEFORE**

**THIS LETTER SHOULD BE SUBMITTED ON THE OFFICIAL LETTERHEAD OF YOUR ORGANIZATION**

DATE:

To: Mr. Wook-Jin Chang  
Chief, NGO Branch

Office for Intergovernmental Support and Coordination

UN Department of Economic and Social Affairs   
United Nations  
New York, NY 10017

Dear Mr. Chang,

The [ENTER THE NAME OF YOUR ORGANIZATION] is a non-governmental organization in consultative status with the United Nations Economic and Social Council since [INSERT THE YEAR CONSULTATIVE STATUS WAS GRANTED].

I am writing to request an Annual UN Grounds Pass for myself [INSERT FULL NAME] as the [PRESIDENT/CHIEF EXECUTIVE OFFICER] and the following representatives of my organization:

1. [Mr/Mrs/Ms] [First name, last name] and type of pass (annual or temporary)
2. [Mr/Mrs/Ms] [First name, last name] and type of pass (annual or temporary)
3. (Additional representatives, if any)

* I confirm that requests for passes for the above-mentioned representatives, including for myself, will now be submitted online through the iCSO database at: <https://esango.un.org> for your approval.
* I understand that participation in UN meetings at the UN Headquarters may require online registration through dedicated [**Indico**](https://reg.unog.ch/) platforms for which the use of UN grounds passes may not suffice.
* I am aware that holders of UN grounds passes are subject to relevant UN rules and regulations and must comply with them fully, as well as cooperate with UN Security requirements.
* I confirm that I have read and understood the information and also note that UN grounds passes issued to our representatives in 2025 will be for use during the 2025 calendar year only.

Thank you for your kind assistance.

Sincerely,

[SIGNATURE OF THE PRESIDENT/CEO REQUIRED]

[Type first name and last name]

[Your title/position in the organization]