



United Nations, NGO Relations Cluster, DPI, Room GA-1B-37  
Tel: (212) 963-7078, 7233, 7234 \* Fax: (212) 963-2819 \* Attention: [hu2@un.org](mailto:hu2@un.org)

## 2009 ACCREDITATION FORM ANNUAL UPDATE OF INFORMATION

FOR REPRESENTATIVES OF NGOS ASSOCIATED WITH THE UNITED NATIONS  
DEPARTMENT OF PUBLIC INFORMATION

The NGO Relations Cluster is the link to over 1,650 Non-Governmental Organizations (NGOs), associated with the United Nations Department of Public Information (DPI) and supports their efforts to interact effectively with the UN in their areas of expertise. NGOs may designate up to three persons to represent the organization at the UNDPI, which are the President or Chief Administrative/Executive Officer of the Organization, one main representative, and one alternate representative. Both the main and the alternate representatives must be authorized by the chief of the organization.

### ALL NGOS MUST FILL OUT THE FORM, REGARDLESS OF LOCATION

▪ **Purpose of this form:**

1. To update your information in our database.
2. In order for us to facilitate the exchange of information and develop partners with civil society, it is very important that you fill out the information required.
3. For the 3 designated NGO representatives to obtain the annual UN grounds passes to enter UN premises in New York. The 2009 grounds passes will be valid from 1 January to 31 December 2009. **Unless the form is duly completed, it will not be accepted.**

Deadline for submission: **28 February, 2009 (No exceptions)**

▪ **Please note that failure to submit the form will:**

1. Prevent you from maintaining your "Good Standing" status with the DPI.
2. Prevent you from obtaining your annual grounds passes to UNHQ in NY, limiting your accessibility to certain UN events.

### HANDWRITTEN FORMS WILL NOT BE ACCEPTED

▪ **Return Form to:**

- **By Mail:**  
2009 Accreditation Form  
DPI/NGO Resource Centre  
Room GA-1B-37  
United Nations Headquarters  
New York, NY 10017, USA

- **By Fax:**  
(212) 963 2819

**By E-mail:**  
[Hu2@un.org](mailto:Hu2@un.org)

**Your pass must be obtained in person from the Pass & ID Office on First Ave. at 45 St.**  
Open Monday through Friday, 9 a.m. to 4 p.m., Phone number: (212) 963 7533



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## 2009 ACCREDITATION FORM

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NGO INFORMATION		
Name of NGO (full name and acronym)		
Headquarters Address (including country)		
Website Address	Telephone (incl. country & area codes)	Fax (incl. country & area codes)
e-mail address (preferred contact method)	UN Affiliation: <input type="checkbox"/> DPI <input type="checkbox"/> DPI & ECOSOC (Very important. Please check relevant box)	

PRESIDENT OR CHIEF ADMINISTRATIVE OFFICER	
Name: (First, Middle and Last Name)	e-mail address (preferred contact method)
Address (including country)	
Telephone (incl. country & area codes)	Fax (incl. country & area codes)

MAIN REPRESENTATIVE	
Name: (First, Middle and Last Name)	e-mail address (preferred contact method)
Address (including country)	
Telephone (incl. country & area codes)	Fax (incl. country & area codes)

ALTERNATE REPRESENTATIVE	
Name: (First, Middle and Last Name)	e-mail address (preferred contact method)
Address (including country)	
Telephone (incl. country & area codes)	Fax (incl. country & area codes)

# AREA OF INTEREST

**MARK ONLY ONE**

Ageing	Environment	International Peace and Security
Agriculture	Family	Population
Atomic Energy	Food	Poverty Issues
Biodiversity	Governance	Refugees
Children	Health	Religion, Freedom of Beliefs
Climate Change	HIV/AIDS	Science and Technology
Conflict Resolution	Human Rights	Social Development
Crime Prevention	Human Settlements	Sustainable Development
Criminal Justice	Humanitarian Affairs	Technical Cooperation
Culture	Indigenous Peoples	Trade, Finance and Market
Development	International Law	United Nations Associations
Disabled Persons	Labour	Water
Disarmament	Least Developed Countries	Women
Drug Control	Media and Communications	Youth
Education	Migration	
Energy	Outer Space	

Signature of President or Chief Executive Officer only

Printed Name

Date

For the use of the NGO Relations Cluster, Department of Public Information

Date

Notes

STAMP