

The Secretary of State presents his compliments to the Heads of International Organizations and has the honor to refer to the procedures and criteria for registration of international organization officers and employees. This note supercedes any earlier notes and its intent is to clarify the standards generally applied by the Department of State for registration. The accepted criteria is set forth below so that the registration policy of the U.S. government remains consistent.

In order for the Department to accept the registration of international organization officials and employees, such individuals must perform services for the organization on an essentially full-time basis (at least 35 hours per week) and reside in the metropolitan area of the organization where they will be serving. Individuals working at international organizations in the United States must possess necessary authorization to work in the United States in this capacity prior to beginning their employment. International organization officers and employees, to include U.S. citizens and lawful permanent residents, taking up an appointment on a full-time basis at international organizations in the United States for 90 days or more must be notified to the Office of the Chief of Protocol within 30 days of

the start of their employment via a Notification of Appointment submitted through eGov. Failure to register may impair the ability of the Department to confirm an individual's status and to verify entitlement to privileges and immunities. The organizations should further note that it is within the Department's discretion to decline to accept for registration any Notification of Appointment received more than 30 days after employment begins. In such cases of denial, the employee should apply for a new G visa at a U.S. embassy or consulate abroad before resuming employment with the international organization in the United States.

The Office of the Chief of Protocol may require supporting documentation if the assignment for which the appointee's visa was issued differs from that which is provided on the Notification of Appointment or if further adjudication is necessary. Supporting documentation should include either a contract or a note sent to the Office of Protocol from the organization on its official organization letterhead indicating that the individual is a full-time staff member at the organization, including their name, date of birth, position and title, a brief description of duties, and anticipated length of stay in the United States. This should be submitted separately via e-mail to DiplomaticAffairs@state.gov with a reference to the international organization's name and eGov transaction number in the e-mail subject line. Acceptable titles for international organization officials and

employees include Permanent Resident Representative, Executive Director, Alternate Executive Director, Senior Advisor to Executive Director, Advisor to Executive Director, and Staff Member.

The Department of State appreciates the cooperation of the international organizations in submitting the appropriate Notifications of Appointment, Change and Termination in a timely manner in order to properly maintain up-to-date official records of international organization personnel in the United States.

Department of State,

Washington, January 9, 2015.

A handwritten signature in black ink, consisting of a stylized 'Q' followed by a flourish.