The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honor to refer to the diplomatic circular note HC-125-(S)-09, dated October 23, 2009. Please note that the email address found on the “Pre-Notification of a Domestic Worker” form ("Pre-Notification Form"), attached to the original note, was incorrect. The correct email address is: UNDomesticWorkers@state.gov. The corrected Pre-Notification Form, a sample of which is attached for reference, may also be found on the Host Country Affairs section of the United States Mission’s website at www.usun.state.gov/about/host_aff/index.htm.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurances of its highest consideration.
UNITED STATES MISSION TO THE UNITED NATIONS
PRE-NOTIFICATION OF A DOMESTIC WORKER
(G-5 Visa Applicants)

From: United Nations Visa Committee

Approving Official: The Assistant Secretary General for Human Resources Management: _______

Full Name of Applicant:

Surname:________________________________,       Given (First): ____________________________

Middle:______________________________

Sex:

□ Male       □ Female

Current Citizenship:___________________ Date of Birth: (mm-dd-yyyy)___/___/_____

Citizenship at Birth:___________________ Place of Birth (City, Country): _____________

Type of Passport:

□ Official       □ Service       □ Regular       □ Other (type) ____________________________

Passport Number: _______________________

Job Title: ______________________________

Description of Duties:

_________________________________________________________________________________

_________________________________________________________________________________

Employer’s Name:______________________________________________________________

Employer’s P.I.D. Number*, Title/Organization, and Grade:___________________________,

__________________________________________, and _______________________

*If employer has not yet arrived in country, please provide employer’s passport number:_______

Duty Address/Residence: (address where duties will be performed by domestic worker)

(Address) _________________________________________________________________

(Telephone Number) _______________________________________________________

Please email completed form to UNDomesticWorkers@state.gov