



**UNITED STATES MISSION TO THE UNITED NATIONS  
NEW YORK**

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The United States Mission to the United Nations presents its compliments to the Permanent Missions and Permanent Observer Offices to the United Nations and has the honor to inform them of a revised policy and procedure regarding retention of passports for the purpose of accreditation and visa services effective March 1st, 2015.

The United States Mission to the United Nations will retain passports to process registrations, changes of visa status, visa renewals, and/or other related services for no longer than ten business days. After the tenth business day, the passport will be returned to the Permanent Mission or the Permanent Observer Office with a letter indicating that services could not be rendered due to incomplete documentation or incomplete information and with a comment regarding the status of the registration or visa application. Once the required documentation and/or information is provided, the applicant may be able to resubmit the passport, along with the information and/or documentation, to obtain the service(s) requested.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Permanent Observer Offices to the United Nations the assurances of its highest consideration.