



**UNITED STATES MISSION TO THE UNITED NATIONS
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The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to refer to the obligations of the Permanent Missions with regard to the prompt notification of the arrivals and the departures of personnel and of members of their respective households in the United States.

In accordance with the terms of Article 10 of the Vienna Convention on Diplomatic Relations,

“1. The Ministry for Foreign Affairs of the receiving State, or such other ministry as may be agreed, shall be notified of:

- (a) The appointment of members of the mission, their arrival and their final departure or the termination of their functions with the mission;*
- (b) The arrival and final departure of a person belonging to the family of a member of the mission and, where appropriate, the fact that a person becomes or ceases to be a member of the family of a member of the mission;*
- (c) The arrival and final departure of private servants in the employ of persons referred to in sub-paragraph (a) of this paragraph and, where appropriate, the fact that they are leaving the employ of such persons; “*

It is the expectation of the United States Mission that notification of the arrivals and the departures of individuals described above be provided as they occur. However, with an appreciation for the active engagement of the Permanent Missions in the work of the United Nations, the United States Mission prescribes that such notifications be submitted within at least 30 days of the arrival or departure of an individual.

The United States Mission wishes to advise the Permanent Missions that these reporting requirements are obligatory under international law to enable the United States Mission, through the United Nations Office of Protocol, to maintain accurate records of all foreign government personnel currently accredited to the United Nations, and stresses its right, contained in Section 13 (d) of the Headquarters Agreement between the United States and the United Nations, which states that the United States Government “*retains full control and authority over the entry of persons or property into the territory of the United States and the conditions under which persons may remain or reside there*”. In order for the United States Government to maintain its right guaranteed under Section 13 (d) of the Headquarters Agreement diligent notification of personnel is required.

Likewise, accurate and timely notification is essential to the continued enjoyment by members of the Missions of the rights, privileges and immunities to which they may be entitled, both in a diplomatic and in an official acts capacity. The delay or absence of such notification of personnel currently assigned at the Permanent Missions to the United Nations challenges the host country’s rights and dissipates its ability to effectively protect and assist the members of the Permanent Missions to the United Nations.

The United States Mission draws to the attention of the Permanent Missions that only the dependents who are residing with the principal on a full-time basis may be registered as members of the principal’s United States household; for example, spouses working abroad and children attending schools outside of the United States may not be notified as members of the principal’s United States household. However, children attending colleges or universities full-time within the territory of the United States may be registered as members of the principal’s United States household.

The United States Mission reminds the Permanent Missions that one of the established criteria of the Department of State for accreditation at the Permanent Mission requires full-time engagement in the work of the United Nations at the Permanent Mission. This criterion applies to both the diplomatic and the support staff of the Mission. The United States Mission appreciates the cooperation of the Permanent Missions in these very important responsibilities.

The United States Mission avails itself of this opportunity to extend to the Permanent Missions to the United Nations the assurances of its highest consideration.