



UNFICYP VISIT REQUEST FORM

This form is for: schools and universities, academics, researchers, freelance photographers/film-makers and artists, and other members of the public who wish to visit any part of UNFICYP's area of operations, including the Nicosia International Airport and the buffer zone. Please do not complete this form if you are representing your country officially. Official visitors should contact: Visits/Protocol directly Office Tel: 2261 4547 | 97649102 Email: unficyp-request@un.org

Please do not complete this form if you are from an accredited media entity. Media queries should be directed to: PIO unficyp-public-information-office@un.org

Please fill in the Visit Request Form as comprehensively as possible. We cannot process incomplete applications. Due to the large volume of requests received, you can expect to receive a reply within 15 working days. Please submit your request well in advance if you have time limitations.

Thank you for your cooperation.

Name		Contact email address
Nationality		National ID/Passport Number
Contact phone number	Profession	
Institution		
Description of Visit Request: Please be as detailed as possible		
Overall purpose of visit		
Name(s) of UNFICYP personnel you wish to visit (if applicable)		
Specific location(s) that you wish to visit		
Suggested date(s)		
Is this a group visit request? Number of visitors in party:		
Nationalities of visitors in party		
Mode of transport		
License plate of vehicle(s)		

UNFICYP contact	
If applicable (has the applicant had initial contacts with UNFICYP personnel?)	
Access: Do you have an access pass to enter the United Nations Protected Area?	Y/N
Is this a request for a one-time visit?	Y/N
If your request requires more than one visit to UNFICYP, please provide more detailed information about your needs.	
Is your visit connected to a broader artistic, cultural, educational, research or social project?	Y/N
If yes, please describe the project (attach supporting documentation)	
Would you describe your visit request/project as "bicommunal"?	Y/N
If yes, please explain how this project is bicommunal.	
Will you be capturing photographs or film footage during your visit?	Y/N
If so, please specify the subject of photographs or film footage, e.g. people, places, themes	
Please indicate where and how this material might be shown in public, ie. exhibition, website, etc.?	
<p>Filming or taking photographs along the cease-fire line is permitted only after the relevant permission. TV/film crews and reporters are advised to contact UNFICYP Public Information Office for further details at:</p> <p>unficy-p-public-information-office@un.org</p>	
Are you willing to sign a legal waiver for access to restricted areas?	
[Please note that you may be required to sign a legal waiver for liability purposes to access to some restricted area during your visit to UNFICYP]	
Admin Use Only	
Initial Assessment: Visits/Protocol Office	
UNPA Only?	Y/N
Transportation in UN vehicle required?	Y/N
Clearance required by New York?	Y/N
Clearance provided by New York?	Y/N (Attach)
Visits Protocol Officer: _____	
NB: Visit Protocol Officer is responsible for consultation and information sharing with relevant components.	

PROPOSED: LEAD OFFICE:

For review by/For information:

Civil Affairs Section

Approved/Not Approved + Date

Please provide details if necessary

Public Information Office

Approved/Not Approved + Date

Please provide details if necessary

Chief of Staff/Visits-Protocol

Approved/Not Approved + Date

Please provide details if necessary

UNPOL

Approved/Not Approved + Date

Please provide details if necessary

OSRSG – IF REQUIRED

Approved/Not Approved + Date

Please provide details if necessary

APPROVED by Lead Office

following consultations/information sharing Y/N

Comments:

Signature of approving officer (from Lead Office) + Date

Client informed: (Date)