



**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 Observer Offices to the United Nations and has the honor to announce the official commencement of the In-person Registration Program for domestic workers employed by UN Permanent Mission and Observer Office personnel. This program was referenced in circular note HC-88-18, dated November 28, 2018. The initial phase of this registration program pertains to G-5 visa holders employed by members of Permanent Missions and Observer Offices to the United Nations. The program will be expanded at a future date to include domestic workers employed by United Nations personnel.

The registration program will commence in May 2019, beginning with domestic workers employed by Permanent Mission members who arrived in the New York metropolitan area on or after January 1, 2019. Representatives of the United States Mission Host Country Affairs Office will contact appropriate Permanent Missions to schedule appointments for domestic workers holding G-5 visas whose arrival falls within this time frame.

The program will subsequently expand to include G-5 visa holders previously registered and residing in the New York City metropolitan area prior to January 1, 2019; Permanent Missions will be individually notified of the requirement to schedule these later appointments.

The United Nations Office of Protocol must be notified via SG.5 form within five days of the worker's arrival into the United States. Upon receipt of the official United Nations notification of registration, the United States Mission Host Country Affairs Office will contact the Permanent Mission to schedule a registration appointment. Appointments will generally take place within 30 days of a domestic worker's arrival into the United States, and subsequently on at least an annual basis for the duration of the domestic worker's employment by the mission member. Please note that domestic workers will be issued a registration card that will be renewed at the time of the worker's annual registration appointment.

All appointment schedules and queries concerning the In-person Registration Program will be handled through a designated Permanent Mission point of contact with responsibility for domestic worker matters. This policy is intended to assist both the United States Mission and the Permanent Missions in ensuring compliance with Domestic Worker Program requirements. Permanent Missions that have at least one staff member that employs a domestic worker are

requested to inform the United States Mission Host Country Affairs Office in a timely manner of the designated point of contact for domestic worker matters.

For its record keeping purposes, the United States Mission Host Country Affairs Office will track annual registration renewal dates. However, please note that it may be of benefit for Permanent Missions to develop an internal system to monitor renewal requirements. Similarly, it may prove beneficial for Permanent Missions to establish oversight and protection mechanisms, including by, *inter alia*, maintaining copies of employment contracts, and having the ability to access payment records should any disputes arise between a mission member and a domestic worker.

In-person registration appointments will be held at the United States Mission to the United Nations, 799 United Nations Plaza, where the domestic worker will be met in the building lobby by an Accreditations Officer. Employers and other Mission or Office representatives will not participate in the registration appointment. Interpretation services will be available for all registrants that require them.

At the registration appointment, the domestic worker should present his or her passport, a copy of the employment contract, and documentation confirming that a U.S. bank account has been established in his or her name only. As notified in circular note HC-88-18, mission members must begin paying their domestic workers by check or electronic fund transfer within 30 days of the domestic

worker's arrival into the United States. If a U.S. bank account has not yet been opened at the time of the registration appointment, the domestic worker will be required to return to the United States Mission at a later date to provide the requested information relating to the establishment of an account.

The United States Mission recognizes that as this new program is initiated missions may have questions related to program and process details. For this reason, representatives of the United States Mission Host Country Affairs Office are available to respond to queries and provide support for a successful partnership with the United Nations community on matters relating to the employment of domestic workers. Questions may be directed to UNDomesticWorkers@state.gov.

The United States Mission and the diplomatic community share common goals in this endeavor, which include furthering collaboration in the obligation to protect foreign domestic workers brought to the United States to work for foreign mission personnel. It is important to continue joint efforts to ensure that all domestic workers understand their rights and protections, and that those employing these workers understand their contractual obligations and responsibilities.

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