

## Forms and Documents

Please read this page carefully to ascertain the various documentation requirements that exist as your submissions will directly impact entitlement eligibility and lasting determinations, which are critical to your UN career.

Generally, original hardcopies are not required by UNOPS. Please send all requested forms and documents to [bssc.staff.admin@unops.org](mailto:bssc.staff.admin@unops.org) by email only with the exception of the UNLP Application and the Group Life Insurance Application (optional). Please contact [bssc.staff.admin@unops.org](mailto:bssc.staff.admin@unops.org) for instructions on transmitting originals.

### Security Training

Prior to arriving at the duty station, all UNOPS staff members are required to complete and pass BSAFE, which is available at [UNDSS' website](#).

When you gain access to UNOPS' Learning Zone, please upload your BSAFE certificate of completion.

### Index Number

Within the UN system, every staff member is identified by a unique index number. Should you not already possess an index number from earlier UN service, one will have to be created on your behalf during the new appointment phase. You will be advised of your index number by Staff Admin of BSSC Personnel Administration in due course; in the meantime, please ignore any field requiring an index number entry on all appointment forms.

### Personal Documents & Administrative Forms

- Copy of the pages of your national passport that contain relevant personal data
- Copy of the pages of your spouse's national passport that contain relevant personal data
- Copy of the birth certificate for each of your eligible dependent children
- Copy of adoption papers, as applicable
- Copy of your marriage certificate or divorce decree/separation papers, as applicable
- Copy of your education degree
- If your spouse is working for a UN agency, please submit a copy of your spouse's latest Personnel Action Form (i.e. "PAF" or "P.A.")

### Salary and allowance-related forms

- [Benefits and Entitlements Annex](#)
- [Questionnaire on Dependency Status \(P.84\)](#) (Please also provide proof of spouse's earnings)
- Certificate from educational institution clearly stating name of current school, year, level and full-time attendance of any child above 18 years of age ([P41/b](#)), as applicable
- [Designation, Change or Revocation of Beneficiary \(P.2\)](#) (Please note the requirement of 2 signatures, including that of an independent witness.) [French version](#)

Please note that this document does not create any legal rights. It has been prepared solely to help provide a non-binding overview of the various benefits and entitlements available to UNOPS staff members. When making decisions, use the UN Staff Regulations & Rules and the applicable UNOPS policies, and not this document. Your being provided this document does not necessarily mean that you are entitled to the benefits and entitlements described in this document.

- [Personnel Bank Registration Form](#) (Please attach a screenshot of your online banking interface showing your name and account details or a copy of your banking passbook.)
- [Salary Distribution Form](#)
- [Authorization for Direct Deposit of Salary](#) (US duty stations only; in lieu of Salary Distribution Form)
- [Voluntary OSLA Opt Out Form](#) (Optional)
- [Rental Subsidy Application \(for North American / Western European locations\)](#), as applicable
- [Rental Subsidy Application \(for all locations outside North America / Western Europe\)](#), as applicable
- [Travel / Expense Claim](#), as applicable

### **Benefit-related forms**

- [Pension Fund Designation of Recipient of Residual Settlement](#) (Please send Staff Admin of BSSC Personnel Administration a signed PDF copy only; the original hardcopy must be sent to the Pension Fund at one of the following addresses:
  - Regular mail: UNJSPF, United Nations Headquarters, P.O. Box 5036, New York, NY 10163-5036, USA
  - Registered/Courier mail: UNJSPF, 1 Dag Hammarskjold Plaza 37th Floor, 885 Second Avenue, New York, NY 10017 USAFor staff members already participating in the Pension Fund and with access to their [Member-Service Portal \(MSS\)](#), you are welcome to upload your signed PDF to the MSS in lieu of mailing the original hardcopy to the address mentioned above. As the Pension Fund does not accept electronic signatures, please sign the original by hand.)
- [The Hartford Group Life Insurance Application](#) (Optional; the original hardcopy is required)
- [US Insurance Application](#) (Optional; staff with family members residing in the US or who intend to seek medical care in the US regularly should consider enrolling in a US-based plan)
- [Cigna Worldwide Plan Application](#) (Optional; this plan covers current and former staff members who reside in all parts of the world, except the US)
- [UN Short-Term Plan Application](#) (Optional; only available to temporary appointment holders of less than 3 months)

### **Other forms**

- [UN Declaration \(P.34\)](#)
- [Application for Issuance of UN Laissez-Passer \(UNLP\)](#) (Original with photo required)
- [Personnel Induction Form \(P.1\)](#) (For US-tax liable staff members and those based in the US)
- [Application for Grounds Pass](#) (For NY-based staff only)
- [Request for Authorization to Sign the Waiver of Privileges, Exemptions and Immunities](#) (For US Green Card holders only)
- [Waiver of Privileges, Exemptions and Immunities](#) (For US Green Card holders only)
- [G-4 Visa Application](#) (US duty stations only)

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