



15 October 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Criteria for transfer of household employees on G-5 visas**

1. The purpose of the present circular is to inform staff members who hold a G-4 visa and employ or seek to employ a household employee to whom a G-5 visa has been granted or has been requested, of a diplomatic note received from the United States Mission to the United Nations (see annex). The note provides that transfer of a domestic worker between United Nations staff members is not permissible.
2. The note further provides the criteria prior to assuming the position of a domestic worker in the United States.
3. The present circular should be read in conjunction with information circular [ST/IC/2014/19](#).

* The present circular will be in effect until further notice.



Annex

Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to refer to its diplomatic note HC-59-(S)-14 dated July 3, 2014, which outlines the requirements regarding the employment of foreign domestic workers. The United States Mission wishes to inform the United Nations Secretariat that the transfer of a domestic worker between United Nations staff members is not permissible.

Based on the criteria set forth in the aforementioned diplomatic circular, prior to assuming his or her position in the United States, a domestic worker must:

- (1) Be pre-notified to the United States Mission to the United Nations prior to arrival and/or registration in the United States;
- (2) Be interviewed abroad by a consular officer;
- (3) Be issued abroad an employer-specific G-5 visa, annotated to reflect the name and position of his or her prospective employer.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurance of its highest consideration.
