



United Nations Guided Tours

Reservation & Payment Policy

All visitors are required to register at the UN Visitors Check-in Office at **801 First Avenue (corner of East 45th Street)** before security screening to enter UN premises located on 1st Avenue between 45th & 46th Streets.

Due to new security rules, **all visitors to the United Nations 18 years and older now require government-issued photo identification** to enter UN Headquarters. Photo Identification can include a passport, driver's license or national identity card.

For UN groups of visitors with 5-20 persons, a representative of each group must present identification at the Visitors Check-in Office. The representative will be given a UN Security pass and identifying wrist bands for the remainder of the group members, who can wait outside the UN.

Groups with a minimum of 40 persons can request a booking by completing the [Group Reservation Form](#).

Individual tickets for 1-39 persons can be purchased online at <http://visit.un.org>.

Group Reservations 2016:

Group bookings are made in blocks of 20 people. For example: If you have a group of 41 to 60 people, you must purchase three blocks of 20; for 61 to 80 people, four blocks must be purchased.

Below is our pricing chart (20 persons per block). Please contact our reservations staff for more information at unitg@un.org.

Group Tour Block of 20 persons	Price
Group Tour - Adult	\$400.00
Group Tour - Student (13 years+)	\$274.00
Group Tour - Senior (60 years+)	\$260.00
Group Tour - Child (5-12 years)	\$256.00

Unfortunately, **children under five years of age are not permitted on tour.**

For groups which combine different age categories, the pricing will reflect the majority of participants.

Once your booking is confirmed with the number of blocks needed for the size of your group, it is difficult to accommodate additional people on short notice. For example: if you purchased three blocks (up to 60 people) and have **62** people in your group, two people will not be included. Alternatively, you may purchase additional individual tickets online through our website <http://visit.un.org> or there may be limited tour tickets available on-site.

Hours of operation:

Monday to Friday 9:00am to 5:30pm (first tour starts at 9:30am, UN entry closes at 4:30pm). There are no guided tours on weekends.

Since we have limited tours available and most days are fully booked, we advise the following:

- Be sure to arrive at the United Nations **a minimum of 60 minutes prior** to the reserved tour time in order to check-in and for security screening. If your group arrives more than 15 minutes late at the tour desk inside UN Headquarters, your tour will be cancelled without refund.
- If your group is running late on the day of the reservation, please call the Tour Coordinator at **+1 (212) 963-7539**.
- **We will make every effort to accommodate your group, but cannot guarantee it. Thank you for your understanding.**

Payments:

ALL sales are **FINAL**.

Payment-in-full for the reserved blocks must be received prior to the day of your tour.

For tours scheduled **more than 90 days in advance**, the payment is due **60 days before the tour date**.

For tours scheduled **less than 90 days in advance**, the payment is due **15 days from the invoice issue date**.

For tours scheduled **less than 30 days in advance**, the payment is **due sooner as indicated on the invoice**.

Any late or non-payments will result in the cancellation of your tour.

We can now accept payment via credit card through our on-line vendor, Vendini. If we assist you over the telephone with a credit card payment, a \$5.00 agent's fee will be added.

You may also pay by company, organizational, or school cheque (no personal cheques), or money order.

Please make sure to send your company/school check or money order using: FedEx or USPS Priority Express™/Certified Mail with Signature Required service and Tracking Number. Do not use regular USPS first class. Once your payment is sent, kindly email us with the tracking number to keep your tentative reservation valid.

For additional questions, please email **unitg@un.org**

Thank you for your interest in United Nations guided tours and for your continued support.

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