



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 entering UN Headquarters located on 1st Avenue between 45th & 46th Streets.

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

For **UN groups of visitors of 5-20 persons**, only one representative of the 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 premises.

Groups with a minimum of 40 persons can make a booking by e-mailing our reservations team at unitg@un.org for information about availability and to purchase a group tour.

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

Group Reservations:

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 - 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
Briefing Fee (20)	\$40.00

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 the day of tour. For example: if you purchased three blocks (up to 60 people) and have **62** people in your group, two people will have to stay behind if there are no public tours available. Alternatively, please consider purchasing additional individual tickets online through our website <http://visit.un.org> or there may be some limited tickets available onsite with our Tour Cashier.

Hours of operation:

Monday to Friday 9:00 am to 5:30 pm (first tour starts at 9:30 am, UN entry closes at 4:30 pm)

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 **90 days in advance or more**, 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 may be **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.

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