

141st IPU



Assembly

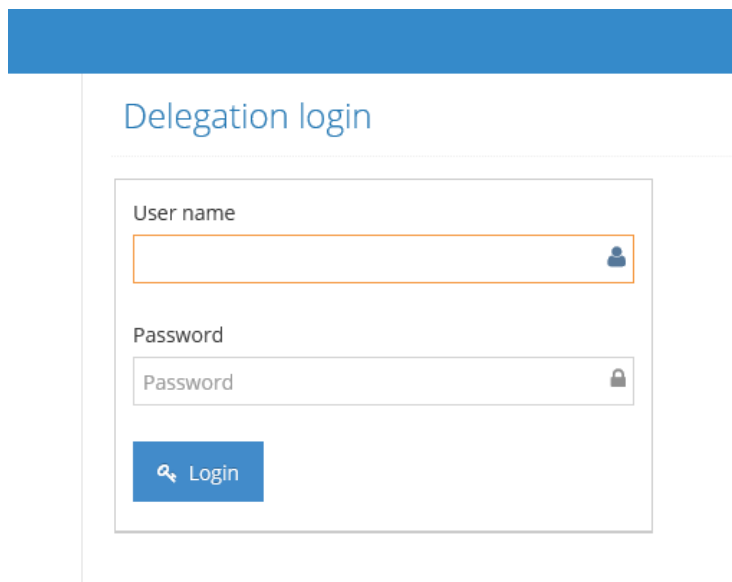
ACCREDITATION STEP BY STEP GUIDE

June 2019

I. DELEGATIONS

In order to successfully submit application, representatives of DELEGATIONS should select link DELEGATIONS from web page www.accreditation.gov.rs.

Folowing this, a new page will be prompted where login details should be provided.



Delegation login

User name

Password

Login

Please note that login details for DELEGATIONS were provided by IPU.

After sucessful authentication you will be directed to the following page:



Submit application for

Head of Delegation

Member of Delegation

Security of Delegation

Official Delegation Press

New entry

Already registered

Position	Accreditation code	First name	Last name	Passport number	Date of birth	Deletion
Member of Delegation	1111111443605307360	PETAR	JANJIC	0	30.09.2015	Deletion in progress

This page is a “home page” of DELEGATIONS on which is possible to do the following:

1. Submit application for Head of Delegation, Members of Delegation, Security and Press officers of Delegation;

2. Preview list of already registered members of Delegation;
3. Delete already registred members of Delegation.

- **Head of Delegation**

In order to submit application for *Head of Delegation* please select **Head of Delegation** option on “home page” and click on **New entry** button.

IMPORTANT: If there is no Head of Delegation please submit application for Members of Delegation.

- **Members of Delegation**

In order to submit application for *Member of Delegation* please select **Member of Delegation** option on “home page” and click on **New entry** button.

- **Security officers**

In order to submit application for *Security of Delegation* please select **Security of Delegation** option on “home page” and click on **New entry** button.

Page that will be prompted differs from Member of Delegation page in Section which covers Weapon and Radio equipment:

The screenshot shows two sections of a web form. The first section is titled "Weapon" and contains a table with the following columns: "Weapon type", "Weapon brand", "Weapon serial number", "Caliber", and "Number of bullets". There are empty input fields for each of these columns, and a small icon with a plus sign and a minus sign is visible on the right side of the table. The second section is titled "Radio equipment" and contains a table with the following columns: "Type", "Frequency", and "Serial number". There are empty input fields for each of these columns, and a small icon with a plus sign and a minus sign is visible on the right side of the table.

Please note: Security officers on this page should provide information about blood type.

- **Official Delegation Press**

In order to submit application for *Official Delegation Press* please select **Official Delegation Press** option on “home page” and click on **New entry** button.

Page that will be prompted differs from Member of Delegation page in Section which covers information about organization that is Press officers coming from:

Organization details



Name of Organization	<input type="text"/>
Country	<input type="text"/>
Address	<input type="text"/>
Type	<input type="text" value="v"/>
Position	<input type="text"/>
Web address	<input type="text"/>

II. TRANSPORTATION/TRAVEL DETAILS



Depending on the transportation mean there is possibility to choose **Car or Plane**.

If person is residing in Serbia please select **Residing in Serbia** option from dropdown menu.

Travel details

Transportation	<input style="background-color: #007bff; color: white; border: 1px solid #007bff;" type="text" value="Car"/>
Date of entry	<input type="text"/> 
Entry point	<input type="text" value="v"/>
Car brand and model at entry	<input type="text"/>
Licence plate number at entry	<input type="text"/>
Date of exit	<input type="text"/> 
Exit point	<input type="text" value="v"/>
Car brand at exit	<input type="text"/>
Licence plate number at exit	<input type="text"/>

Travel details

Transportation	<input type="text" value="Plane"/>
Arrival Date	<input type="text"/> 
Special Flight	<input checked="" type="checkbox"/>
Aircraft Type, if special	<input type="text"/>
Arrival Flight Number	<input type="text"/>
Departure Date	<input type="text"/> 
Departure Flight Number	<input type="text"/>

All information should be provided for successful submission of accreditation application.

IMPORTANT

After completing of all applications please Logout from platform using provided **Logout** button.



Submit application for

Head of Delegation
 Member of Delegation
 Security of Delegation
 Official Delegation Press

[→ New entry](#)

Already registered

Position	Accreditation code	First name	Last name	Deletion
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Accreditation Team

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