



# e-Gov Program Training

**U.S. Department of State  
Office of Foreign Missions**





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# Training Session Objectives

Upon Completion of this Training session, those in attendance will:

1. **Learn features and advantages of the e-Gov Program.**
2. **Be able to successfully complete and submit:**
  1. Tax Exemption Card Applications
  2. Gasoline Exemption
  3. Utilities Exemption
  4. DMV Application for Vehicle Registration
  5. DMV Title Registration
  6. DMV Replacement Plate Application
  7. DMV Driver License and Non-Driver ID Application



## Session Outline

The proposed items for training are as follows:

- **Introduction, Overview of e-Gov Program, applications functional flow, platform requirements, navigation, and initial login**
- **Flow for Tax Exemption Card Application**
- **Flow for Exemption from Utilities Tax Card Application**
- **Flow for Exemption from Gasoline Tax Card Application**
- **Flow for DMV Application for Vehicle registration**
- **Flow for DMV Titles**
- **Flow for DMV Replacement Plates**
- **Flow for DMV Application for a Driver License or Non-Driver ID**

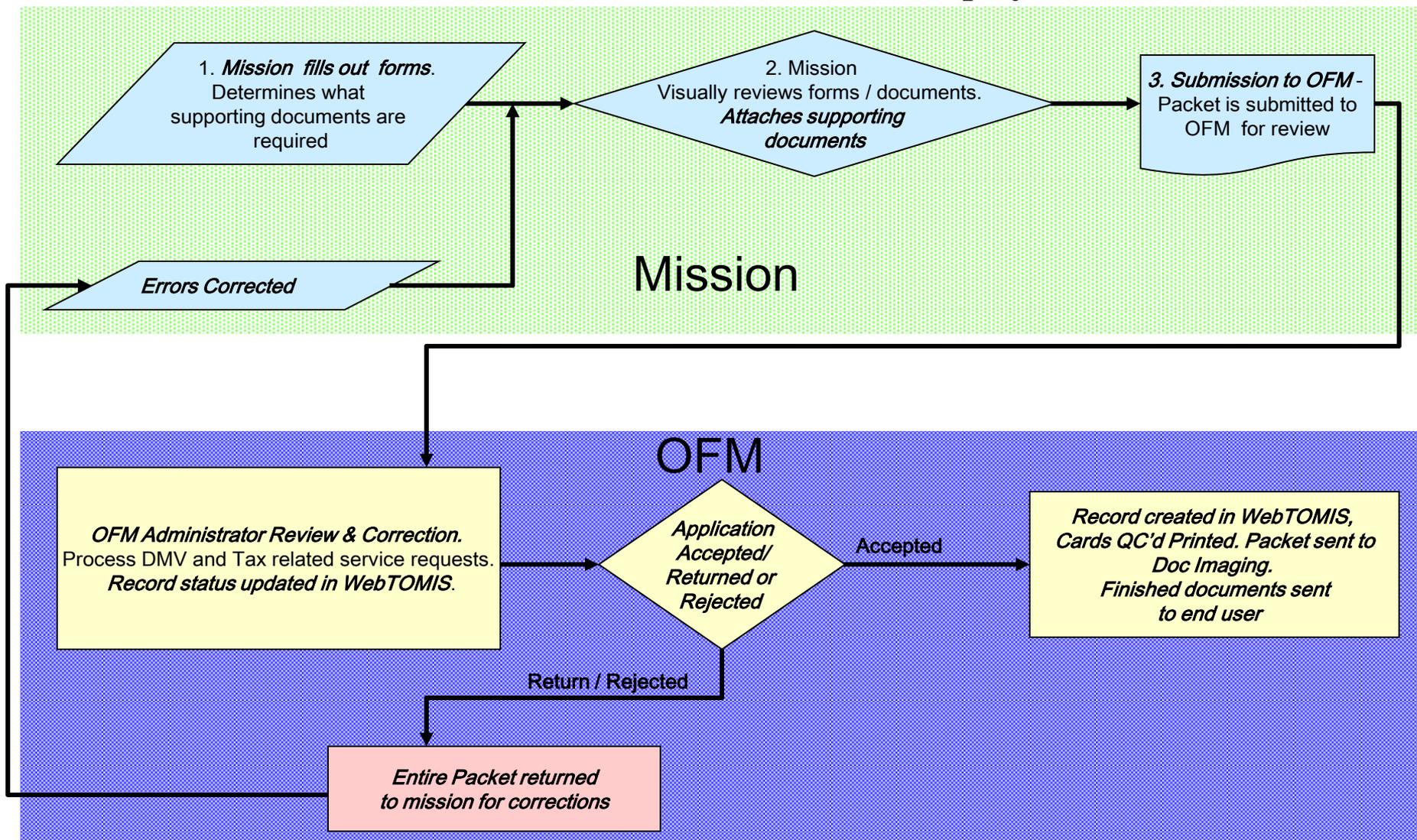


## e-Gov Program

- Developed and deployed under the authorization of the Bureau of Diplomatic Security, Office of Foreign Missions (DS/OFM).
- Designed to address the current paper-oriented business model. (Note: e-Gov is not entirely paperless, although OFM intends it to be as paperless as possible in the future.)
- Streamlines operations and reduces operational costs.



# The e-Gov Process flow (simplified)





## Features & Advantages of e-Gov

- e-Gov application submission is done online with packet containing supporting documents submitted to OFM.
- Errors found on applications can be communicated via the e-Gov application.
- Many corrections can be done instantaneously online and do not involve the transport of paper documents via courier.
- The mission is able to view the application status online.

*(Note: Applications that are Accepted or Rejected are displayed for only 30 days and then are no longer visible.)*



# System Software Requirements

- Internet accessible
- Supports standard web browsers
- Minimum requirements:
  - JavaScript 1.5
  - Cascading Style Sheets CSS1 or CSS2 standards
  - XHTML 1.0
  - HTML 4
  - Graphics
  - Adobe Acrobat Reader v5.0 or later

***(Note: Your Browser MUST be enabled to accept cookies for this application to display and run properly. This is the default behavior for all common browsers.)***



## e-Gov Subsystems

- e-Gov subsystems defined in this document:
  - Tax
  - Diplomatic Motor Vehicles (DMV)



# e-Gov Window Navigation Elements

The EDIT or TEXT BOX symbol represents a field requiring data entry	
	When an EDIT or TEXT BOX appears grayed out, it is an <b>editable</b> field.
	When an EDIT or TEXT BOX appears whited out, it is a <b>display-only</b> field.
The RADIO BUTTON symbol is similar to the working of car radio controls.	
<input type="radio"/> Inactive	Not Selected
<input checked="" type="radio"/> Active	Selecting [CLICKing] a button makes your choice 'active', and releases your previous choice. Only one choice may be selected at a time, indicated by a dot appearing in the button selected
The CHECK BOX is an empty square when not selected and is a square filled with a "✓" when selected.	
<input type="checkbox"/>	Not Selected
<input checked="" type="checkbox"/>	Selecting [CLICKing] a checkbox makes your choice 'active'. You may have multiple boxes checked.

## Window Navigation Elements (continued)

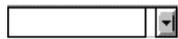
The **SCROLL BAR** allows you to move through a list that is too large for the area it fills



Move through the list by dragging the small gray square with your mouse pointer.  [CLICK] the small gray rectangle in the scroll bar, hold down the left mouse button, and pull the mouse forward and back. The list will move up and down.

You can also use your  keyboard to scroll through the list. Use the [UP ARROW] and [DOWN ARROW] to highlight the requisition you want.

### The **DROP-DOWN LIST BOX** or **DROP-BOX**



Some **DROP-DOWN LIST BOXES** are editable. These have a blank space between the text portion and the drop-down arrow.



The **DROP-DOWN LIST BOX** is represented by a push button with a down arrow inside. The window displays a vertical listing of possible category choices  [CLICK] on the **DROP-DOWN LIST BOX** pushbutton to access the listing.  [CLICK] on a list item to select it.

 Use [UP ARROW] or [DOWN ARROW] to navigate from one list item to another. Use [SPACEBAR] will select a chosen category and [ESC] will cancel the procedure and close the box.



## e-Gov Helpdesk e-Mail

**For technical assistance regarding e-Gov operations, please direct correspondence to this e-mail address:**

**[ofmegovhelpdesk@state.gov](mailto:ofmegovhelpdesk@state.gov)**

*(Note: This e-mail address is for technical questions only and not intended for use to check on the status of submitted applications.)*

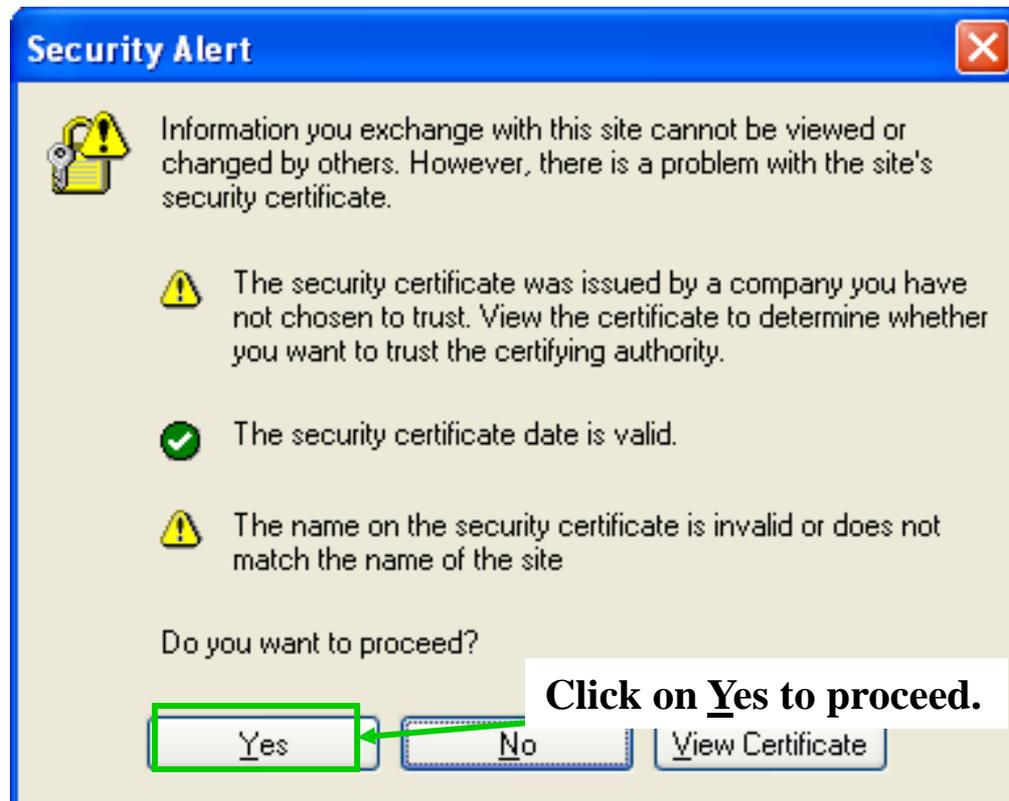


# Activating the Program

The screenshot shows the US Department of State website in Microsoft Internet Explorer. The address bar shows <http://www.state.gov/ofm/>. The page features a navigation menu with tabs: Home, Press, Travel, Careers, Business, Youth & Education, and About State. The 'About State' tab is currently selected. Below the navigation, there is a search bar and a 'Subject Index' link. The main content area is titled 'OFFICE OF FOREIGN MISSIONS' and contains text about the OFM's mission and a list of four key responsibilities. A sidebar on the left lists various programs, with 'On-Line Application' highlighted by a black box and an arrow pointing to it. A 'HIGHLIGHTS' section on the right lists recent news items.

On the Internet, go to:  
[www.state.gov/ofm](http://www.state.gov/ofm)  
 Select the tab for **OFM**  
**On-Line Applications.**

# Activating the Program



**Security Alert** [X]

 Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

-  The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
-  The security certificate date is valid.
-  The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

**Click on Yes to proceed.**



# Requesting a Login and Password



- Users must first obtain an authorized user name and password from OFM.
- Navigate to the website indicated on the previous pages until this screen is reached.
- Then click on the 'Request access to this system' link.



# Requesting a Login and Password

OFM eGov: Request Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address

Go Links



## U.S. Department of State Office of Foreign Missions

### Access Request for OFM e-Gov Application

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

Eligibility

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

Instructions

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#)

[Return to Login Page](#)

Done Local intranet

## Result:

**Instructions and a link to open the Account Request Form appear.**



# Account Request Form

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://ofmsa33web03.ds.state.sbu/eGov/public/accessRequestForm.pdf`. The browser interface includes a menu bar (File, Edit, Go To, Favorites, Help), a toolbar with navigation and utility icons, and a status bar at the bottom showing "Done" and "Unknown Zone".

The main content area displays the "U.S. Department of State Office of Foreign Missions" logo and title. Below the header, the form is titled "Application for OFM Web Site Account" with a fax number: "Fax completed application to OFM Systems Director fax: (202) 895-3669".

The form is divided into sections:

- Type of Request:** A row of three checkboxes:  - New Account,  - Change to Existing Account, and  - Delete Account.
- Section 1: Applicant Information:** A table with 11 fields:

1. Surname	2. Given Name	3. M.I.	4. PID:
5. Date of Birth (mm/dd/yyyy)	6. Telephone Number	7. E-mail Address	
8. Mission of Assignment	9. City	10. State	11. Zip Code
- Section 2: User Acknowledgement:** A text area with a "Clear" button below it.

A status bar at the bottom of the form indicates "1 of 1".

- Entries can be made directly on the electronic version of the form.
- Upon completion, the form is printed out using the print function on your browser.



# Account Request Form (continued)

http://ofmsa33web03.ds.state.sbu/eGov/public/accessRequestForm.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address: \_\_\_\_\_ Go Links >>

This document contains interactive form fields.  Highlight fields

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Section 3: Authorized Missions

Mission	City	State	Zip Code

Section 4: Mission Administrative Officer Acknowledgment

The applicant listed on this form is an accredited member of the Mission of Assignment referenced in Block 8 of Section 1 above. I certify that applicant should have the rights to submit applications for U.S. Department of State Office of Foreign Missions and Office of Protocol services for the Missions listed in Section 3 of this application. I acknowledge if I am made aware of any improper use of this account I will provide all assistance necessary to address the situation through OFM Systems.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Embassy Seal Required \*\*\*

Section 5: Office Of Foreign Missions Approval

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1 of 1

Done Unknown Zone

- Enter all missions (including consulates) for which you submit requests for services in the authorized missions area.
- The form **MUST** be signed by the requester in Section 2, an approving authority in Section 4, and **MUST** be stamped with the mission seal.



# Submitting your Account Request Form

 **U.S. Department of State**  
**Office of Foreign Missions**  
**Application for OFM Web Site Account**  
Fax completed application to OFM Systems Director fax: (202) 895-3669

Type of Request

- New Account     - Change to Existing Account     - Delete Account

- Fax the completed and stamped form to the fax number shown at the top of the form.
- Once approved, your new account login and password will be emailed to you at the address you provide on the form.



# Activating the Program – Login

The screenshot shows a Microsoft Internet Explorer browser window titled "Welcome to OFM E-Gov - Microsoft Internet Explorer". The address bar is empty. The main content area displays the U.S. Department of State logo on the left and the text "U.S. Department of State Office of Foreign Missions" in blue. Below this, it says "Welcome to OFM E-Gov" and "Please enter your credentials to access the system." There are two input fields: "User Name" with the text "ERVINSL" and "Password" with masked characters "\*\*\*\*\*". A blue arrow points to the password field. Below the fields are "Login" and "Reset" buttons. At the bottom, there are four links: "Request access to this system", "Photograph and Signature Card", "Privacy Act Statement", and "Paperwork Reduction Act Statement". The status bar at the bottom shows "Done" and "Local intranet".

**Once you've received your user name and password, you may access the system.**

**Enter your User Name and Password here.**



# Changing your Password from the Default



- When you log on for the first time, you should change your given password and create a new personalized password.
- To change your password from the default initial password, click on the 'View Your User Profile' option.



# Changing your Password from the Default

OFM E-Gov: User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address  Go Links »

**U.S. Department of State**  
**Office of Foreign Missions**

[View User Profile](#) - [Personal Information](#) - [Authorized Missions](#) | [Main Menu](#) | [Logoff](#)

**Personal Information**

Logon	ERVINSL
Surname	ERVIN
Given Name	
Middle Initial	
Mission	EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007
City	WASHINGTON
State	DC
Telephone	
E-mail	ERVINSL@STATE.GOV
Birth Date	

**Change Password**

Local intranet

Click on 'Change Password'

## Changing your Password

OFM E-Gov: Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address | Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

[View User Profile](#) - [Personal Information](#) - [Authorized Missions](#) | [Main Menu](#) | [Logoff](#)

### Change Password

Please complete the following form to change your password.

Old Password

New Password

Re-enter New Password

The new password must contain a number, an uppercase letter, and be at least 8 characters.

**WARNING:** User names and passwords are for individual use only. Sharing logins and passwords is expressly forbidden and constitutes a security breach. Individuals suspected of sharing logins and passwords will have their account access revoked.



# Main Menu

OFM E-Gov: Main Menu - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

Main Menu | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

**Main Menu**

[Request a New Service](#)

[View Service Requests](#)

[View Your User Profile](#)

Logged in as: ERVINSL  
Logged in since: Tue, 12/01/2009 14:23:30

Local intranet

**To Request a New Service, you may either select from the Menu Bar or the Main Menu.**

# Requesting a New Service



OFM E-Gov: Select Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

Local intranet

The application selection screen is divided by functional area

- DMV forms are located in the DMV section

- Tax forms are located in the Tax section

*Selections currently available are show in blue and underlined.*



## e-Gov Tax Applications

- In this section of e-Gov, the user may apply for:
  - Tax Exemption Cards
  - Exemption from Utility Taxes
  - Exemption from Gasoline taxes



# Tax Exemption Applications

A screenshot of a Microsoft Internet Explorer browser window displaying the OFM E-Gov website. The browser title is "OFM E-Gov: Select Form - Microsoft Internet Explorer". The website header includes the U.S. Department of State logo and the text "U.S. Department of State Office of Foreign Missions". Below the header is a navigation bar with links for "Request a New Service", "Main Menu", and "Logoff". The main content area shows a list of services under the heading "Request a Service from the list below to begin." The services are organized into two categories: "DMV" and "Tax". The "Tax" category includes "Tax Exemption Card", "Exemption from Utilities Taxes", and "Exemption from Gasoline Taxes". The "Tax Exemption Card" link is circled in red. The browser's address bar is empty, and the status bar at the bottom indicates "Local intranet".

**You must have a PID for the applicant to submit for any tax services.**

**To submit for a Tax Exemption Card, click here.**



## Tax Exemption Card Application

- Click this link to apply for a tax exemption card.
- All form fields that are marked with an asterisk (\*) are mandatory. Other fields are optional unless otherwise specified. Certain fields that are optional may become required due to other selections on the form.



# Tax Exemption Card Application

OFM E-Gov: Application for Tax Exemption Card - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State Office of Foreign Missions

Application for Tax Exemption Card | Page 1 of 2 | [Instructions](#)

* Tax Card Type	* Issue Type
<input checked="" type="radio"/> Personal	<input checked="" type="radio"/> Original
<input type="radio"/> Mission	<input type="radio"/> Renewal/Replacement

Done Local intranet

**Application for an Original Personal Tax Exemption Card.**

**If the applicant has at anytime previously had an OFM-issued tax card, click 'Renewal/Replacement'**



# Tax Exemption Card Application

OFM E-Gov: Application for Tax Exemption Card - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Tax Exemption Card | Page 2 of 2 | [Instructions](#)

\* Mission  
NEW EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007

Applicant

\* I.D. Number \* Surname (as it appears on Visa, if applicable) \* Given Name (as it appears on Visa, if applicable)  
1234-56899 SMITH SAM

Date of Birth

\* Month \* Day \* Year  
APR 16 1978

Expected Departure Date

Month Day Year  
JUN 30 2011

Back << Next >> Cancel

Done Local intranet

**Remember that the asterisked fields must be completed.**



# Tax Exemption Card Application

OFM E-Gov: Application for Tax Exemption Card - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address

 **U.S. Department of State**  
**Office of Foreign Missions**

[Application for Tax Exemption Card](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR SALES TAX CARD</b>		Tax Card Type <b>Personal</b>	Issue Type <b>Original</b>
Mission <b>NEW EMBASSY OF XANADU ANNEEX 0 WASHINGTON, DC 20007</b>			
I.D. Number <b>1234-5699</b>	Name <b>SMITH, SAM</b>		
Birth Date <b>APR/16/1978</b>	Expected Date of Departure (Mo/Day/Yr) <b>JUL/30/2011</b>		

Done Local intranet

**Review the entries before submission.**



# Tax Exemption Card Application

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

View Form #5000052559 | View All Requested Services | Main Menu | Logoff

Transaction ID: **5000052559**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/01/2009 14:38)**  
 Created By (Date): **ERVINSL (12/01/2009 14:38)**  
 Modified Date: **12/01/2009 14:38**

<b>APPLICATION FOR SALES TAX CARD</b>		Tax Card Type <b>Personal</b>	Issue Type <b>Original</b>
Mission <b>NEW EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>			
I.D. Number <b>1234-5699</b>	Name <b>SMITH, SAM</b>		
Birth Date <b>APR/16/1978</b>	Expected Date of Departure (Mo/Day/Yr) <b>JUL/30/2011</b>		

Please submit the following documents to accompany your application.

Document	Condition
Photographs (2), facial view, 1.5" x 1.5" <i>Do not staple on face</i>	Document must be submitted
Photograph and Signature Card	Document must be submitted
Student Justification	If applicant is a dependent student age 21-23

**Submission Receipt with Transaction ID Number**

**Required Supporting Document List.**

**Supporting Documents must be sent to the OFM New York Regional Office.**



# Exemption from Utilities Taxes Application

OFM E-Gov: Select Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address Go Links

**U.S. Department of State**  
**Office of Foreign Missions**

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	Update Vehicle Insurance
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

Local intranet

**To submit for Exemption from Utilities Taxes, click here.**



## Exemption from Utilities Taxes Application

- Click this link to apply for exemption from utilities taxes.
- All form fields that are marked with an asterisk (\*) are mandatory. Other fields are optional unless otherwise specified. Certain fields that are optional may become required due to other selections on the form.
- Supporting documents must be submitted to OFM New York.



# Exemption from Utilities Taxes Application

OFM E-Gov: Application for Utility Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: [ ] Go Links [ ]

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Utility Tax Exemption | Page 1 of 2 | [Instructions](#)

\* Mission  
[ EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007 ]

\* Account Type  
 Mission  Personal

Applicant/Point of Contact

\* I.D. Number [ 8877-9966 ] \* Surname (as it appears on 'Msa, if applicable) [ SMITH ] \* Given Name (as it appears on 'Msa, if applicable) [ SYNTHIA ]

Birth Date  
\* Month [ OCT ] \* Day [ 31 ] \* Year [ 1970 ]

Address (Enter Mission address if mission account)

\* No [ 1122 ] \* Street [ MAIN ] \* St/Rd [ STREET ] Quadrant [ SE ] Unit Type [ ]

\* City [ WASHINGTON ] \* County [ DISTRICT OF COLUMBIA ] \* State [ DC ] \* Zip Code [ 20013 ]

[ Next >> ] [ Cancel ]

Local intranet

**NOTE:**

This entry is for **County** not **Country**.

# Exemption from Utilities Taxes Application



OFM E-Gov: Application for Utility Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Utility Tax Exemption | Page 2 of 2 | [Instructions](#)

\* Utility Type

- CABLE
- ELECTRIC
- HEATING OIL
- NATURAL GAS
- SEWER
- TELEPHONE
- WATER

Vendor does not appear in this list. [ofmtaxcustoms@state.gov](mailto:ofmtaxcustoms@state.gov) or be added.

Back << Next >> Cancel

Local intranet

**Click the down arrow to view a the list of utility types and choose the utility type for this requested tax exemption.**

# Exemption from Utilities Taxes Application



OFM E-Gov: Application for Utility Tax Exemption - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

Application for Utility Tax Exemption | Page 2 of 2 | [Instructions](#)

\* Utility Type  
CABLE

\* Utility Company  
If an applicant's utility vendor does not appear in this list, please send an e-mail to [ofmtaxcustoms@state.gov](mailto:ofmtaxcustoms@state.gov) to request that the vendor be added.

- ADELPHIA CABLE
- AT&T - CABLE - TAX GROUP
- ATLANTIC BROADBAND
- CABLE VISION OF NEW YORK
- CHARTER COMMUNICATIONS
- COMCAST TELECOMMUNICATION
- COX COMMUNICATIONS
- DIRECTV
- DISH NETWORK
- INFOHIGHWAY
- MEDIAONE
- MILLENNIUM DIGITAL MEDIA
- PRIMUS
- RCN
- STARPOWER
- TIME WARNER CABLE
- TVMAX CORPORATION
- VERIZON

Local intranet

**Note how to request to add a company if it does not appear on the list.**

**Click the down arrow to view a list of utility companies and choose the company.**

# Exemption from Utilities Taxes Application



OFM E-Gov: Application for Utility Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Utility Tax Exemption | Page 2 of 2 | [Instructions](#)

\* Utility Type  
CABLE

\* Utility Company  
If an applicant's utility vendor does not appear in this list,  
please send an e-mail to [ofmtaxcustoms@state.gov](mailto:ofmtaxcustoms@state.gov)  
to request that the vendor be added.  
DIRECTV

\* Account Number  
DRTV77885522

Back << Next >> Cancel

Local intranet

Enter the Account Number

# Exemption from Utilities Taxes Application

OFM E-Gov: Application for Utility Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Utility Tax Exemption | Confirmation Page | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR UTILITY TAX EXEMPTION</b>		I.D. Number <b>8877-9966</b>	Account Type <b>Personal</b>
Mission <b>EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>			
Name <b>SMITH, SYNTHIA</b> Birth Date <b>Oct/31/1970</b>		Address <b>1122 MAIN STREET SE WASHINGTON, DC 20013 County DISTRICT OF COLUMBIA</b>	
Utility Type <b>CABLE</b>	Company Name <b>DIRECTV</b>	Account Number <b>DRTV77885522</b>	

Done Local intranet

**Verify that all information is correct for this Utility Tax Exemption application and submit.**



# Exemption from Utilities Taxes Application

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

[View Form #5000052598](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID: **5000052598**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/02/2009 16:21)**  
 Created By (Date): **ERVINSL (12/02/2009 16:21)**  
 Modified Date: **12/02/2009 16:21**

<b>APPLICATION FOR UTILITY TAX EXEMPTION</b>		I.D. Number <b>8877-9966</b>	Account Type <b>Personal</b>
Mission <b>EMBASSY OF XANADU ANHEX 0 WASHINGTON, DC 20007</b>			
Name <b>SMITH, SYIITHIA</b> Birth Date <b>Oct/31/1970</b>		Address <b>1122 MAIN STREET SE WASHINGTON, DC 20013</b> County <b>DISTRICT OF COLUMBIA</b>	
Utility Type <b>CABLE</b>	Company Name <b>DIRECTV</b>	Account Number <b>DRTV77885522</b>	

No supporting documents are required for this application.

Done Local intranet

**Submission Receipt with Transaction ID Number**

**New York residents must complete a separate DTF-950 for each account and submit to OFM New York with the submission receipt.**



# Exemption from Gasoline Taxes

A screenshot of a Microsoft Internet Explorer browser window displaying the OFM E-Gov website. The browser title is "OFM E-Gov: Select Form - Microsoft Internet Explorer". The website header includes the U.S. Department of State logo and the text "U.S. Department of State Office of Foreign Missions". Below the header, there are navigation links: "Request a New Service", "Main Menu", and "Logoff". The main content area contains the instruction "Request a Service from the list below to begin." and a table of services. The table has two columns: a category column and a list of service links. The "Tax" category is highlighted, and the link "Exemption from Gasoline Taxes" is circled in red. The browser's status bar at the bottom shows "Done" and "Local intranet".

Category	Service Links
DMV	<a href="#">Vehicle Registration</a> <a href="#">Vehicle Title</a> <a href="#">Replacement Plates</a> <a href="#">Driver License/Non-Driver ID</a> <a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a> <a href="#">Exemption from Utilities Taxes</a> <a href="#">Exemption from Gasoline Taxes</a>

**To submit for Exemption from Gasoline Taxes, click here.**

**Please have the applicant's completed gasoline company credit card application available before submitting for this service.**



# Exemption from Gasoline Taxes

OFM E-Gov: Application for Gasoline Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Gasoline Tax Exemption | Page 1 of 1 | [Instructions](#)

\* Mission  
EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007

\* Account Type  
 Mission  Personal

Applicant/Point of Contact

\* I.D. Number \* Surname (as it appears on Msa, if applicable) \* Given Name (as it appears on Msa, if applicable)  
6633-5544 THOMAS TRAYCEE

Birth Date  
\* Month \* Day \* Year  
JAN 30 1975

\* Gasoline Company Name

BP BUSINESS SOLUTIONS  
CHEVRON/TEXACO  
CIRCLE K  
CONOCO/PHILLIPS/UNION 76  
EXXON/MOBIL  
GETTY OIL  
GULF FLEET FUELING  
MARATHON ASHLAND PETROLEUM LLC  
NATIONAL FUEL  
PHILLIPS 66  
SHELL  
SPEEDWAY SUPER AMERICA  
SUNOCO  
ULTRA MAR DIAMOND  
UNOCAL OIL COMPANY/UNION 76

Next >> Cancel

Done Local intranet

**Exemption from gasoline tax application is only one page. Fill in required information and click Next to view submission page.**

**Click the down arrow to view a list of gasoline companies.**



# Exemption from Gasoline Taxes

OFM E-Gov: Application for Gasoline Tax Exemption - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Stop Refresh Home Search Favorites Print Mail

Address | Go Links >>



## U.S. Department of State Office of Foreign Missions

Application for Gasoline Tax Exemption | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR GASOLINE TAX EXEMPTION</b>	I.D. Number <b>6633-5544</b>	Account Type <b>Personal</b>
Mission <b>EMBASSY OF XAIHADU ANNEX 0 WASHINGTON, DC 20007</b>		
Name <b>THOMAS, TRAYCEE</b>	Gasoline Company Name <b>EXXON/MOBIL</b>	
Birth Date <b>Jan/30/1975</b>		

Done Local intranet

**Review the information entered for this application and then submit.**



# Exemption from Gasoline Taxes

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

View Form #5000052599 | View All Requested Services | Main Menu | Logoff

Transaction ID: **5000052599**

Country: **XANADU**

Status (Date): **SUBMITTED (12/02/2009 16:39)**

Created By (Date): **ERVINSL (12/02/2009 16:39)**

Modified Date: **12/02/2009 16:39**

<b>APPLICATION FOR GASOLINE TAX EXEMPTION</b>	I.D. Number <b>6633-5544</b>	Account Type <b>Personal</b>
Mission <b>EMBASSY OF XANADU AMEX @ WASHINGTON, DC 20007</b>		
Name <b>THOMAS, TRAYCEE</b>	Gasoline Company Name <b>EXXON MOBIL</b>	
Birth Date <b>Jan/30/1975</b>		

Please submit the following documents to accompany your application.

Document	Condition
Gasoline company business or fleet credit card application	Document must be submitted

After submitting these documents to the OFM, check back with the OFM eGov system to view the status of your application.

**Remarks**

**Submission Receipt with Transaction ID Number**

**To obtain gasoline tax exemption in New York , a completed FT 505.1 must be attached to the gasoline credit card application. Do not send OFM New York the submission receipt, just the card application (and the FT-505.1).**



## e-Gov DMV Services

- This section will cover examples of the following e-Gov offerings :
  - Apply for a Vehicle Registration
  - Apply for Title
    - (Mission – All Title options)
    - (Personal – Export Only)
  - Apply for Replacement Plates
    - (Mission) 1 Plate Lost/Stolen
  - Apply for a Driver License
    - Driver License - Original
  - Apply for a Non-Driver’s Identification Card
    - Non-Driver ID - Original



# Applying for DMV Services

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Select Form - Microsoft Internet Explorer". The address bar is empty. The main content area displays the U.S. Department of State Office of Foreign Missions logo and title. Below the title is a navigation bar with links for "Request a New Service", "Main Menu", and "Logoff". A message reads "Request a Service from the list below to begin." Below this is a table of services:

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

The browser's status bar at the bottom indicates "Local intranet".

**Currently, the Vehicle Registration, Vehicle Title, Replacement Plates, and Driver License/Non-Driver ID are featured requests.**



## Vehicle Registration Form

- This form is used to register a vehicle with OFM. Both mission vehicles and personal vehicles can be registered using this form.
- All form fields marked with an asterisk (\*) are mandatory. Other fields are optional unless otherwise specified. Certain fields that are optional may become required due to other selections on the form.
- Vehicles whose make or body type does not match values available in the pop-up list please contact OFM.
- VIN must be at least 14 characters in length. Vehicles whose VIN is not at least 14 characters in length please contact OFM.



# Vehicle Registration

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Select Form - Microsoft Internet Explorer". The address bar is empty. The main content area features the U.S. Department of State logo and the text "U.S. Department of State Office of Foreign Missions". Below this is a navigation bar with links for "Request a New Service", "Main Menu", and "Logoff". A message reads "Request a Service from the list below to begin." Below the message is a table of services:

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

The "Vehicle Registration" link is circled in red. The browser's status bar at the bottom indicates "Local intranet".

**To register a vehicle, click here.**



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Global Print Mail

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 1 of 4 | [Instructions](#)

\* Mission  
EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007

\* Registration Type  
 Mission Vehicle  
 Personal Vehicle

Done Local intranet

**Registration of a Personal Vehicle for a Diplomat**

**What type of Vehicle Registration does this application address: *Mission or Personal*? Your selection will direct you to different pages for additional information.**



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 1c of 4 | [Instructions](#)

**Owner**

\* I.D. Number  \* Surname (as it appears on Vsa, if applicable)  \* Given Name (as it appears on Vsa, if applicable)

Date of Birth

\* Month  \* Day  \* Year

**Owner Address**

\* No  \* Street  \* St/Rd  Quadrant  Unit Type  Unit No

\* City  \* State  \* Zip Code

\* Co-Owner

None  Diplomat  Non-Diplomat

Back << Next >> Cancel

Done Local intranet

Asterisks mark required fields.

The 'Owner' of a personal vehicle **MUST** be a principal. Dependents can only be listed as 'Co-owner'.



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address | Go Links >>



## U.S. Department of State Office of Foreign Missions

Application for Vehicle Registration | Page 2 of 4 | [Instructions](#)

Application for registration may not be submitted for imported motor vehicles that do not conform to U.S. Department of Transportation (DOT) and Environmental Protection Agency (EPA) safety and emission standards. If the vehicle you wish to apply for registration is not in the vehicle Make pop-up window, then you must apply for registration manually, not via e-Gov.

Vehicle

* Vehicle Identification Number	* Make	* Model	* Ownership Type		
VW753412698US10	VOLK	BEETLE	<input type="radio"/> Lien		
* Body	* Year	Weight (lbs)	<input checked="" type="radio"/> Lease		
CP	2010		<input type="radio"/> Owned		
* Odometer (mi)	* Color				
185	GRN				

Back << Next >> Cancel

Done Local intranet

**Note advisory about foreign-built, non-conforming vehicles.**



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address | Go Links

**U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 2 of 4 | [Instructions](#)

Application for registration may not be submitted for imported motor vehicles that do not conform to U.S. Department of Transportation (DOT) and Environmental Protection Agency (EPA) safety and emission standards. If the vehicle you wish to apply for registration is not in the vehicle Make pop-up window, then you must apply for registration manually, not via e-Gov.

Vehicle

* Vehicle Identification Number	* Make	* Model	* Ownership Type		
VW753412698US10	VOLK	BEETLE	<input type="radio"/> Lien	<input checked="" type="radio"/> Lease	<input type="radio"/> Owned
* Body	* Year	Weight (lbs)	* Odometer (mi)	* Color	
CP	2010		185	GRN	

Back << Next >> Cancel

Done Local intranet

**WARNING:** VIN must be at least 14 characters in length. If vehicle VIN is not at least 14 characters in length please contact OFM.

**Ownership type:**

Is the vehicle financed (lien), leased, or owned outright?



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address | Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 2a of 4 | [Instructions](#)

Lien or Lease Holder

\* Name  
VOLKSWAGEN OF AMERICA

\* Address Line 1  
999 EAST CENTER AVE

Address Line 2

\* City  
MEMPHIS

\* State  
TN

\* Zip Code  
38103

Quadrant

Back << Next >> Cancel

Done Local intranet

**If you are financing the vehicle, what company holds the lien for this vehicle?**



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 3 of 4 | [Instructions](#)

Insurance Carrier

\* Company Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone Number

Quadrant

Back << Next >> Cancel

Local intranet

**You MUST have insurance in order to register a vehicle. Please identify your Insurance carrier.**



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Print Mail

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 3a of 4 | [Instructions](#)

**Insurance Broker/Agent**

\* Broker/Agent Name

\* Address Line 1  **Quadrant**

Address Line 2

\* City  \* State  \* Zip Code

\* Phone Number

Back << Next >> Cancel

Local intranet

List the Insurance agent or broker who sold the policy.



# Vehicle Registration

OFM E-Gov: Application for Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Vehicle Registration | Page 4 of 4 | [Instructions](#)

Insurance Policy

* Binder or Policy Number	* Beginning Date			* Expiration Date		
	* Month	* Day	* Year	* Month	* Day	* Year
<input type="text" value="A741258963"/>	<input type="text" value="NOV"/>	<input type="text" value="20"/>	<input type="text" value="2009"/>	<input type="text" value="MAY"/>	<input type="text" value="20"/>	<input type="text" value="2010"/>

\* Insurance Coverage Type

P/A/P

Personal Injury Per Person	Personal Injury Per Accident	Personal Damage Per Accident
<input type="text" value="\$100000"/>	<input type="text" value="\$300000"/>	<input type="text" value="\$300000"/>

Combined Single Limit

Personal Injury and Property Damage Per Accident

Back << Next >> Cancel

Done

- There are minimum coverage requirements for any vehicle registration. List the coverage limitations of your insurance policy for this vehicle.
- **Do not use dashes [-] in the insurance policy numbers or commas [,] when entering dollar amounts of coverage.**
- Dashes and commas are not recognized as valid characters for these entries and can prevent the full number entry.



# Vehicle Registration

OFM E-Gov: Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: | Go Links



## U.S. Department of State

### Office of Foreign Missions

[Vehicle Registration](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR VEHICLE REGISTRATION (PERSONAL)</b>		Registration Type	<b>Personal Vehicle</b>	
Mission <b>EMBASSY OF XAIHADU ANHIX 0 WASHINGTON, DC 20007</b>				
Owner				
I.D. Number	Name	Birth Date		
2233-4455	<b>SMITH, JAHE</b>	<b>JAN/30/1980</b>		
Owner Address <b>123 MAIN STREET BOWIE, MD 20715</b>		Co-Owner <b>None</b>		
Ownership Type	Vehicle Identification Number	Make	Model	
<b>Lease</b>	<b>VW753412698US10</b>	<b>VOLK</b>	<b>BEETLE</b>	
Body	Model Year	Weight (lbs)	Odometer (mi)	Vehicle Color
<b>CP</b>	<b>2010</b>		<b>185</b>	<b>GRN</b>
Lien Holder/Legal Owner <b>VOLKSWAGEN OF AMERICA</b>		Lien Holder/Legal Owner Address <b>999 EAST CENTER AVE</b>		

Done Local intranet

**Review the entries before submission.**



# Vehicle Registration

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

[View Form #5000052558](#) | 
 [View All Requested Services](#) | 
 [Main Menu](#) | 
 [Logoff](#)

Transaction ID **5000052558**  
 Country **XANADU**  
 Status (Date) **SUBMITTED (12/01/2009 14:18)**  
 Created By (Date) **ERVINSL (12/01/2009 14:18)**  
 Modified Date **12/01/2009 14:18**

<b>APPLICATION FOR VEHICLE REGISTRATION (PERSONAL)</b>	Registration Type	<b>Personal Vehicle</b>
Mission <b>EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>		
Owner		
I.D. Number <b>2233-4455</b>	Name <b>SMITH, JAHE</b>	Birth Date <b>JAN/30/1980</b>
Owner Address <b>123 MAIN STREET BOWIE, MD 20715</b>		Co-Owner <b>None</b>

Done Local intranet

**Submission receipt with Transaction ID.**

# Vehicle Registration

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address

Insurance Coverage	Personal Injury Per Person	Personal Injury Per Accident	Personal Damage Per Accident
P/A/P	\$100,000.00	\$300,000.00	\$300,000.00

Please submit the following documents to accompany your application.

Document	Condition
Certificate of Origin or Title	Document must be submitted
Photocopy of Insurance Binder Sheet OR Photocopy of Insurance Declaration Page	Document must be submitted
Lease/Rental Contract	Document must be submitted
Odometer Statement	If Vehicle is New

After submitting these documents to the OFM, check back with the OFM eGov system to view the status of your application.

**Remarks**

Done Local intranet

Note that most of these Documents are **REQUIRED** and **MUST** be included in the application packet to be sent to OFM New York.

# Apply for Vehicle Title

## Mission Vehicle

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Select Form - Microsoft Internet Explorer". The address bar is empty. The main content area features the U.S. Department of State logo and the text "U.S. Department of State Office of Foreign Missions". Below this is a navigation bar with links for "Request a New Service", "Main Menu", and "Logoff". A message reads "Request a Service from the list below to begin." Below the message is a table of services:

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

The "Vehicle Title" link is circled in red. The browser's status bar at the bottom indicates "Local intranet".

**Click here to apply for the vehicle title.**



# Apply for Vehicle Title

## Mission Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address | Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 1 of 3 | [Instructions](#)

\* Mission  
EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007

\* Registration Type  
 Mission Vehicle  
 Personal Vehicle

Next >> Cancel

Done Local intranet

**Asterisks mark required fields.**

# Apply for Vehicle Title

## Mission Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

Application for Title | Page 2 of 3 | [Instructions](#)

Application for title may not be submitted for imported motor vehicles that do not conform to U.S. Department of Transportation (DOT) and Environmental Protection Agency (EPA) safety and emission standards. If the vehicle you wish to apply for title is not in the vehicle Make pop-up window, then you must apply for title manually, not via e-Gov.

* Vehicle Identification Number	* Make	* Model		
HON9988771100X09	HOND	PILOT		
Body	Year	Weight (lbs)	* Odometer (mi)	Color
4L	2010		1000	BRZ

Back <<   Next >>   Cancel

**WARNING:** Vehicles MUST conform to US safety and emission standards. If they do not, please contact OFM.

Enter required information for VIN, Make, Model, and Odometer. Other fields may be completed if known.



UNITED STATES  
DEPARTMENT OF STATE

# Apply for Vehicle Title

Mission Vehicle - Sell

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back <<   Next >>   Cancel

Done Local intranet



# Apply for Vehicle Title

## Mission Vehicle - Sell

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3a of 3 | [Instructions](#)

The buyer cannot be a member of the foreign diplomatic community or an active dependent. If the buyer is a member of the foreign diplomatic community, then go back and select Transfer to Another Diplomat/Employee.

**Buyer**

\* Surname  \* Given Name

**Address**

\* No  \* Street  \* St/Rd  Quadrant  Unit Type  Unit No

\* City  \* State  \* Zip Code

Local intranet

**Enter 'Buyer' information as requested.**



# Apply for Vehicle Title

## Mission Vehicle - Sell

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Confirmation Page | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

**Sale or transfer titles to an individual or mission should not have a lien. If the vehicle has a lien, then a sale or transfer title to an individual or mission will not be processed. The lien must be satisfied before this title will be processed.**

APPLICATION FOR TITLE		Registration Type	Title Purpose	
		Mission Vehicle	Sell (outside the diplomatic community)	
Mission EMBASSY OF XAHADU ANNEX 0 WASHINGTON, DC 20007				
Vehicle Identification Number H0H9988771100X09		Make HOHD	Model PILOT	
Body 4L	Model Year 2010	Weight (lbs)	Odometer (mi) 1000	Color BRZ
Buyer Name JOHNSON, JEMIFER		Buyer Address 123 MAIN STREET ALEXANDRIA, VA 22102		

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Done Local intranet

**Note advisory about active liens.**



# Apply for Vehicle Title

## Mission Vehicle - Sell

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

View Form #5000052614 | View All Requested Services | Main Menu | Logoff

Transaction ID: **5000052614**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/03/2009 12:36)**  
 Created By (Date): **ERVINSL (12/03/2009 12:36)**  
 Modified Date: **12/03/2009 12:36**

<b>APPLICATION FOR TITLE</b>		Registration Type <b>Mission Vehicle</b>	Title Purpose <b>Sell (outside the diplomatic community)</b>
Mission <b>EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>			
Vehicle Identification Number <b>HON9988771100X09</b>		Make <b>HOND</b>	Model <b>PILOT</b>
Body <b>4L</b>	Model Year <b>2010</b>	Weight (lbs)	Odometer (mi) <b>1000</b>
Buyer Name <b>JOHNSON, JENIFER</b>		Buyer Address <b>123 MAIN STREET ALEXANDRIA, VA 22102</b>	

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

Local intranet

Submission receipt with Transaction ID.



# Apply for Vehicle Title

## Mission Vehicle

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: Go Links

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

If this application for title is for a Mission vehicle, then an Administrative Officer should sign on behalf of the Mission.

Owner's Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Co-owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mission Seal (Required)

Please submit the following documents to accompany your application.

Document	Condition
Lien Release Letter	If the lien has been satisfied, then evidence must be submitted.
OR	If the lien exists and is previously recorded with a lien title, then this document must be submitted. Lien title must be the original Department

Local intranet

**Authorized Mission representative's signature and Mission Seal Required**



# Apply for Vehicle Title

## Mission Vehicle

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

Please submit the following documents to accompany your application.

Document	Condition
Lien Release Letter	If the lien has been satisfied, then evidence must be submitted.
OR	
Lien Title	If the lien exists and is previously recorded with a lien title, then this document must be submitted. Lien title must be the original Department of State lien title properly stamped and signed by the lending institution or the original lien letter on the financial institution's letterhead identifying the vehicle by VIN, the customer's name and signed by an officer of the bank or lending institution.
	If the lien has not been satisfied, then the disposition title will be printed with the lien information and stamped "LIEN NOT SATISFIED".
Odometer Statement	If there is an odometer discrepancy, then additional proof of the current odometer reading is also required.

After submitting these documents to the OFM, check back with the OFM eGov system to view the status of your application.

**Remarks**

*No remarks on file*

Add a remark

Local intranet

**Notice that most of these Documents have conditions that must be satisfied in order to provide the supporting documents and **MUST** be included in the application packet sent to OFM New York.**



# Apply for Vehicle Title

## Mission Vehicle - Export

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Application for Title - Microsoft Internet Explorer". The browser's address bar is empty. The main content area displays the U.S. Department of State Office of Foreign Missions logo and the text "U.S. Department of State Office of Foreign Missions". Below this, a navigation bar contains the text "Application for Title | Page 3 of 3 | [Instructions](#)".

The main form area is titled "\* Title Type:" and contains a list of radio button options:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

At the bottom of the form area, there are three buttons: "Back <<", "Next >>", and "Cancel".

The browser's status bar at the bottom shows "Done" on the left and "Local intranet" on the right.



# Apply for Vehicle Title

## Mission Vehicle - Export

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: | Go Links >>



### U.S. Department of State

### Office of Foreign Missions

Application for Title | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

**Export titles should not have a lien. If the vehicle has a lien, then a letter on the financial institution's letterhead giving permission to export vehicle from U.S. must be provided as a supporting document.**

APPLICATION FOR TITLE		Registration Type <b>Mission Vehicle</b>	Title Purpose <b>Export</b>
Mission <b>CONSULATE FOR XAMADU ANNEX 0 CHICAGO, IL 60611</b>			
Vehicle Identification Number <b>HND25425982582</b>		Make <b>HOHD</b>	Model <b>CIVIC</b>
Body <b>4D</b>	Model Year <b>2005</b>	Weight (lbs)	Odometer (mi) <b>12000</b>
			Color <b>BLK</b>

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Done Local intranet

**Note advisory about active liens.**



# Apply for Vehicle Title

Mission Vehicle – Transfer to Another Diplomat/Employee

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back <<   Next >>   Cancel

Done Local intranet



# Apply for Vehicle Title

Mission Vehicle – Transfer to Another Diplomat/Employee

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3b of 3 | [Instructions](#)

E-Gov cannot be used to transfer title to another country's Mission or diplomat/employee of another country's Mission. Applications of this nature must be submitted manually, not via e-Gov. Title transfers within e-Gov must be to a Mission of your country or a diplomat/employee of your country.

Transferee

* I.D. Number	* Surname (as it appears on Msa, if applicable)	* Given Name (as it appears on Msa, if applicable)
<input type="text" value="7744-5566"/>	<input type="text" value="DAVIDSON"/>	<input type="text" value="DONNA"/>

Date of Birth

* Month	* Day	* Year
<input type="text" value="APR"/>	<input type="text" value="30"/>	<input type="text" value="1974"/>

\* Mission

Done Local intranet

**To submit a transfer request, the new owner must already have a PID.**



# Apply for Vehicle Title

## Mission Vehicle – Transfer to Another Diplomat/Employee

OFM E-Gov: Application for Title - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

Application for Title | Confirmation Page | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

**Sale or transfer titles to an individual or mission should not have a lien. If the vehicle has a lien, then a sale or transfer title to an individual or mission will not be processed. The lien must be satisfied before this title will be processed.**

<b>APPLICATION FOR TITLE</b>		Registration Type <b>Mission Vehicle</b>	Title Purpose <b>Transfer to Another Diplomat/Employee</b>
Mission <b>CONSULATE FOR XAIADU ANHIEK # CHICAGO, IL 60611</b>			
Vehicle Identification Number <b>HIID25425982582</b>		Make <b>HOND</b>	Model <b>CIVIC</b>
Body <b>4D</b>	Model Year <b>2005</b>	Weight (lbs)	Odometer (mi) <b>12000</b>
Transferee I.D. Number <b>7744-5566</b>		Name <b>DAVIDSON, DOHIA</b>	Birth Date <b>APR.30/1974</b>
Mission <b>CONSULATE FOR XAIADU ANHIEK # CHICAGO, IL 60611</b>			

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

**Note advisory about active liens.**

**Review the entries before submission.**



# Apply for Vehicle Title

## Mission Vehicle – Transfer to Mission

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address Go Links

### U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back << Next >> Cancel

Done Local intranet



# Apply for Vehicle Title

Mission Vehicle – Transfer to Mission

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Application for Title - Microsoft Internet Explorer". The address bar is empty. The main content area displays the U.S. Department of State logo on the left and the text "U.S. Department of State" and "Office of Foreign Missions" in large blue font. Below this is a dark blue navigation bar with the text "Application for Title | Page 3c of 3 | [Instructions](#)". A dropdown menu labeled "\* Mission Transferee" is open, showing the selected option "EMBASSY OF CANADA ANNEX 0 WASHINGTON, DC 20007". Below the dropdown are three buttons: "Back <<", "Next >>", and "Cancel". The status bar at the bottom right indicates "Local intranet".



# Apply for Vehicle Title

## Mission Vehicle – Transfer to Mission

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



### U.S. Department of State

#### Office of Foreign Missions

[Application for Title](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

**Sale or transfer titles to an individual or mission should not have a lien. If the vehicle has a lien, then a sale or transfer title to an individual or mission will not be processed. The lien must be satisfied before this title will be processed.**

APPLICATION FOR TITLE			Registration Type	Title Purpose
Mission CONSULATE FOR XAHADU AHNEH 0 CHICAGO, IL 60611			Mission Vehicle	Transfer to Mission
Vehicle Identification Number HND25425982582			Make HOHD	Model CIVIC
Body 4D	Model Year 2005	Weight (lbs)	Odometer (mi) 12000	Color BLK
Mission Transferee EMBASSY OF XAHADU AHNEH 0 WASHINGTON, DC 20007				

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Local intranet

**Note advisory about active liens.**

**Review the entries before submission.**



# Apply for Vehicle Title

## Junk

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Application for Title - Microsoft Internet Explorer". The address bar is empty. The main content area displays the U.S. Department of State Office of Foreign Missions logo and the text "U.S. Department of State Office of Foreign Missions". Below this is a navigation bar with "Application for Title | Page 3 of 3 | [Instructions](#)". The main form area is titled "\* Title Type:" and contains a list of radio button options: "Sell (outside the diplomatic community)", "Export", "Transfer to Another Diplomat/Employee", "Transfer to Mission", "Junk", "Lease", "Salvage", and "Stolen". The "Junk" option is selected and circled in red. At the bottom of the form are three buttons: "Back <<", "Next >>", and "Cancel". The status bar at the bottom shows "Done" and "Local intranet".

**‘Junk’ titles are used for vehicles sold for parts or scrap.**



# Apply for Vehicle Title

## Junk

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address | Go Links



### U.S. Department of State Office of Foreign Missions

Application for Title | Page 3e of 3 | [Instructions](#)

Junkyard

\* Company Name  
DIPLOMATIC JUNK CARS

Address

* No	* Street	* St/Rd	Quadrant	Unit Type	Unit No
123	SMITH	AVENUE			

\* City  
ARLINGTON

\* State  
VA

\* Zip Code  
20221

Back << Next >> Cancel

Done Local intranet

The buyer of 'Junk' vehicles must be a company. Individuals cannot buy 'Junk' vehicles.



# Apply for Vehicle Title Junk

OFM E-Gov: Application for Title - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

[Application for Title](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR TITLE</b>		Registration Type <b>Mission Vehicle</b>	Title Purpose <b>Junk</b>
Mission <b>CONSULATE FOR XANADU ANNEX @ CHICAGO, IL 60611</b>			
Vehicle Identification Number <b>HMD25425982582</b>		Make <b>HOND</b>	Model <b>CIVIC</b>
Body <b>4D</b>	Model Year <b>2005</b>	Weight (lbs)	Odometer (mi) <b>12000</b>
Junkyard Company Name <b>DIPLMATIC JUNK CARS</b>		Company Address <b>123 SMITH AVENUE ARLINGTON, VA 20221</b>	

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

**Review the entries before submission.**



# Apply for Vehicle Title Lease

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back << Next >> Cancel

Done Local intranet

**Request a 'Lease' title when returning a leased vehicle to the leasing company.**



# Apply for Vehicle Title Lease

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Print Mail

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3e of 3 | [Instructions](#)

**Leasing Company**

\* Company Name

**Address**

* No	* Street	* St/Rd	Quadrant	Unit Type	Unit No
<input type="text" value="321"/>	<input type="text" value="JEFFERSON"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City	* State	* Zip Code			
<input type="text" value="ARLINGTON"/>	<input type="text" value="VA"/>	<input type="text" value="20221"/>			

Back <<   Next >>   Cancel

Local intranet

Asterisks mark required fields.



# Apply for Vehicle Title Lease

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address

**U.S. Department of State**  
**Office of Foreign Missions**

[Application for Title](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR TITLE</b>		Registration Type <b>Mission Vehicle</b>	Title Purpose <b>Lease</b>
Mission <b>CONSULATE FOR XIANADU ANNEX 0 CHICAGO, IL 60611</b>			
Vehicle Identification Number <b>HHD25425982582</b>		Make <b>HOND</b>	Model <b>CIVIC</b>
Body <b>4D</b>	Model Year <b>2005</b>	Weight (lbs)	Odometer (mi) <b>12000</b>
Leasing Company Company Name <b>DIPLOMATIC LEASING</b>		Company Address <b>321 JEFFERSON AVENUE ARLINGTON, VA 20221</b>	

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Done Local intranet

**Review the entries before submission.**



# Apply for Vehicle Title Salvage

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links >>

**U.S. Department of State**  
**Office of Foreign Missions**

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back << Next >> Cancel

Done Local intranet

**A 'Salvage' title is requested when the insurance company has declared the vehicle a total loss.**



# Apply for Vehicle Title Salvage

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State Office of Foreign Missions

Application for Title | Page 3e of 3 | [Instructions](#)

**Insurance Company**

\* Company Name

**Address**

* No	* Street	* St/Rd	Quadrant	Unit Type	Unit No
<input type="text" value="159"/>	<input type="text" value="ADAMS"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* City	* State	* Zip Code
<input type="text" value="ARLINGTON"/>	<input type="text" value="VA"/>	<input type="text" value="20221"/>

Back <<   Next >>   Cancel

Local intranet

Asterisks mark required fields.



# Apply for Vehicle Title Salvage

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

APPLICATION FOR TITLE		Registration Type	Title Purpose
		Mission Vehicle	Salvage
Mission CONSULATE FOR XAHADU AHMEX @ CHICAGO, IL 60611			
Vehicle Identification Number HND25425982582		Make HOND	Model CIVIC
Body 4D	Model Year 2005	Weight (lbs)	Odometer (mi) 12000
Insurance Company Company Name DIPLOMATIC SALVAGE		Company Address 159 ADAMS AVENUE ARLINGTON, VA 20221	

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Done Local Intranet

**Review the entries before submission.**



# Apply for Vehicle Title

## Stolen





# Apply for Vehicle Title

## Stolen

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 3d of 3 | [Instructions](#)

If you do not have an OFM Report Number, then please call the OFM Customer Service Center at 202-895-3500 to request one.

\* OFM Report Number

\* Stolen Type:  
 Junk  
 Salvage

Done Local intranet

**Asterisks mark required fields.**



# Apply for Vehicle Title

## Stolen

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

## U.S. Department of State Office of Foreign Missions

Application for Title | Page 3e of 3 | [Instructions](#)

Insurance Company

\* Company Name

Address

* No	* Street	* St/Rd	Quadrant	Unit Type	Unit No
<input type="text" value="852"/>	<input type="text" value="QUINCY"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City	* State	* Zip Code			
<input type="text" value="ARLINGTON"/>	<input type="text" value="VA"/>	<input type="text" value="20221"/>			

Done Local intranet



# Apply for Vehicle Title Stolen

OFM E-Gov: Application for Title - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

[Application for Title](#) | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

APPLICATION FOR TITLE		Registration Type	Title Purpose	DFM Report No.
		Mission Vehicle	Stolen - Salvage	852852
Mission CONSULATE FOR XAHADU AMIEX @ CHICAGO, IL 60611				
Vehicle Identification Number HHD25425982582		Make HOID	Model CIVIC	
Body 4D	Model Year 2005	Weight (lbs)	Odometer (mi) 12000	Color BLK
Insurance Company Company Name DIPLOMATIC INSURANCE		Company Address 852 QUINCY AVENUE ARLINGTON, VA 20221		

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

**Review the entries  
before submission.**



# Apply for Vehicle Title

## Personal Vehicle

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Select Form - Microsoft Internet Explorer". The browser's address bar is empty. The main content area displays the U.S. Department of State Office of Foreign Missions logo and the text "U.S. Department of State Office of Foreign Missions". Below this, there is a navigation bar with links for "Request a New Service", "Main Menu", and "Logoff". The main content area contains the text "Request a Service from the list below to begin." and a table of services. The "Vehicle Title" link is circled in red.

	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
<b>DMV</b>	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
<b>Tax</b>	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 1 of 3 | [Instructions](#)

\* Mission

\* Registration Type

Mission Vehicle

Personal Vehicle

Next >> Cancel

**Asterisks mark required fields.**

Local intranet



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



### U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 1a of 3 | [Instructions](#)

**Principal/Owner** (Applicant must be a Principal even if not the vehicle owner or co-owner)

\* I.D. Number    \* Surname (as it appears on Vsa, if applicable)    \* Given Name (as it appears on Vsa, if applicable)

Date of Birth

\* Month    \* Day    \* Year

Residence Address

\* No    \* Street    \* St/Rd    Quadrant    Unit Type    Unit No

\* City    \* State    \* Zip Code

If the co-owner does not have a PID, then this application must be submitted manually, not via e-Gov.

Vehicle Co-Owner

None     Principal     Dependent

I.D. Number    Surname (as it appears on Vsa, if applicable)    Given Name (as it appears on Vsa, if applicable)

Date of Birth

Month    Day    Year

Local intranet



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Title | Page 2 of 3 | [Instructions](#)

Application for title may not be submitted for imported motor vehicles that do not conform to U.S. Department of Transportation (DOT) and Environmental Protection Agency (EPA) safety and emission standards. If the vehicle you wish to apply for title is not in the vehicle Make pop-up window, then you must apply for title manually, not via e-Gov.

* Vehicle Identification Number	* Make	* Model		
<input type="text" value="MER7788443311X09"/>	<input type="text" value="MERZ"/>	<input type="text" value="SL550"/>		
Body	Year	Weight (lbs)	* Odometer (mi)	Color
<input type="text" value="2T"/>	<input type="text" value="2007"/>	<input type="text"/>	<input type="text" value="24000"/>	<input type="text" value="GRY"/>

Back <<    Next >>    Cancel

Local intranet

**WARNING: Vehicle must conform to US safety and emission standards. If it does not, please contact OFM.**

**Enter required data for VIN, Make Model, and Odometer. If known, enter data for other fields also.**



UNITED STATES  
DEPARTMENT OF STATE

# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Title | Page 3 of 3 | [Instructions](#)

\* Title Type:

- Self/Terminating
- Sell (outside the diplomatic community)
- Export
- Transfer to Another Diplomat/Employee
- Transfer to Mission
- Junk
- Lease
- Salvage
- Stolen

Back << Next >> Cancel

Done Local intranet



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: Application for Title - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: | Go Links



### U.S. Department of State

#### Office of Foreign Missions

Application for Title | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

**Export titles should not have a lien. If the vehicle has a lien, then a letter on the financial institution's letterhead giving permission to export vehicle from U.S. must be provided as a supporting document.**

APPLICATION FOR TITLE		Registration Type	Title Purpose
		Personal Vehicle	Export
Mission <b>EMBASSY OF XAIADU AIRIX 0 WASHINGTON, DC 20007</b>			
Owner			
I.D. Number	Name	Birth Date	
7788-9988	ANDERSON, APRIL	APR.20/1964	
Residence Address 123 MAIN AVENUE SLIVER SPRING, MD 20912			
Co-owner			
I.D. Number	Name	Birth Date	
None			
Vehicle Identification Number <b>MER778844331X09</b>		Make <b>MERZ</b>	Model <b>SL550</b>
Body <b>2T</b>	Model Year <b>2007</b>	Weight (lbs) <b>2400</b>	Odometer (mi) <b>GRY</b>

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Done Local intranet

**Note advisory about active liens.**



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

[View Form #5000052615](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID: **5000052615**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/03/2009 13:46)**  
 Created By (Date): **ERVINSL (12/03/2009 13:46)**  
 Modified Date: **12/03/2009 13:46**

APPLICATION FOR TITLE		Registration Type	Title Purpose
		<b>Personal Vehicle</b>	<b>Export</b>
Mission <b>EMBASSY OF XANADU ANNEX @ WASHINGTON, DC 20007</b>			
Owner			
I.D. Number	Name	Birth Date	
<b>7788-9988</b>	<b>ANDERSON, APRIL</b>	<b>APR/20/1964</b>	
Residence Address <b>123 MAIN AVENUE SLIVER SPRING, MD 20912</b>			
Co-owner			
I.D. Number	Name	Birth Date	
	<b>None</b>		
Vehicle Identification Number <b>MER7788443311X09</b>		Make <b>MERZ</b>	Model <b>SL550</b>
Body <b>2T</b>	Model Year <b>2007</b>	Weight (lbs)	Odometer (mi) <b>24000</b>
			Color <b>GRY</b>

Done Local intranet

**Submission receipt with Transaction ID.**



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct.

The official (diplomatic, consul, staff) federal license plates issued for this vehicle will not be removed from the vehicle until authorized by the U.S. Department of State, Office of Foreign Missions and the official federal license plates will be returned to the Office of Foreign Missions.

Owner's Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Co-owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mission Seal (Required)

Please submit the following documents to accompany your application.

Document	Condition
Lien Release Letter	If the lien has been satisfied, then evidence must be submitted.
OR	
Lien Title	If the lien exists and is previously recorded with a lien title, then this document must be submitted. Lien title must be the original Department of State lien title properly stamped and signed by the lending institution

Done Local intranet

**Owner signature and Mission seal are required.**



# Apply for Vehicle Title

## Personal Vehicle

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address:

Document	Condition
Lien Release Letter	If the lien has been satisfied, then evidence must be submitted.
OR	
Lien Title	If the lien exists and is previously recorded with a lien title, then this document must be submitted. Lien title must be the original Department of State lien title properly stamped and signed by the lending institution or the original lien letter on the financial institution's letterhead identifying the vehicle by VIN, the customer's name and signed by an officer of the bank or lending institution.
	If the lien has not been satisfied, then the disposition title will be printed with the lien information and stamped "LIEN NOT SATISFIED".
Odometer Statement	If there is an odometer discrepancy, then additional proof of the current odometer reading is also required.
Letter on financial institution's letterhead giving permission to export vehicle outside U.S.	If lien is not satisfied for an export vehicle.

After submitting these documents to the OFM, check back with the OFM eGov system to view the status of your application.

**Remarks**

*No remarks on file*

Add a remark

Done Local intranet

**Notice that most of these Documents have conditions that must be satisfied in order to provide the supporting documents and **MUST** be included in the application packet sent to OFM New York.**



# Apply for Replacement Plates

OFM E-Gov: Select Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

<b>DMV</b>	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
<b>Tax</b>	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

Local intranet



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Replacement Plates | Page 1 of 4 | [Instructions](#)

\* Mission

\* Reason for New Plates  
 1 Plate Lost/Stolen  2 Plates Lost/Stolen  
 Change in Position  Other (e.g., damaged plates or lost/stolen stickers)

\* Vehicle Registration Type  
 Mission Vehicle  
 Personal Vehicle

Done Local intranet

The selected 'Reason for New Plates' will prompt for additional information.



# Apply for Replacement Plates

A screenshot of a Microsoft Internet Explorer browser window displaying the 'OFM E-Gov: Application for Replacement Plates' form. The browser title bar reads 'OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer'. The address bar is empty. The page header features the U.S. Department of State logo and the text 'U.S. Department of State Office of Foreign Missions'. Below the header is a navigation bar with 'Application for Replacement Plates | Page 1a of 4 | [Instructions](#)'. The main form area contains a 'Date Plates Lost/Stolen' section with three input fields: '\* Month' (DEC), '\* Day' (1), and '\* Year' (2009). Below this is an '\* OFM Report Number' field containing the value '11223344'. A callout bubble points to this field with the text: 'If you do not have an OFM Report Number, then please call the OFM Customer Service Center at 202-895-3500 to request one.' At the bottom of the form are three buttons: 'Back <<', 'Next >>', and 'Cancel'. The status bar at the bottom right of the browser window shows 'Local intranet'.

Note how to obtain an 'OFM Report Number'.



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Replacement Plates | Page 2 of 4 | [Instructions](#)

Application for replacement plates may not be submitted for imported motor vehicles that do not conform to U.S. Department of Transportation (DOT) and Environmental Protection Agency (EPA) safety and emission standards. If the vehicle you wish to apply for replacement plates does not conform, then you must apply for replacement plates manually, not via e-Gov.

Vehicle					
* Vehicle Identification Number	Make	Model			
<input type="text" value="WV998877665544X09"/>	<input type="text" value="VOLK"/>	<input type="text" value="BEETLE"/>			
Body	Year	Weight (lbs)	* Odometer (mi)	* Color	
<input type="text" value="CP"/>	<input type="text" value="2009"/>	<input type="text"/>	<input type="text" value="5000"/>	<input type="text" value="GRN"/>	
* License Plate Number					
<input type="text" value="DCY00980"/>					

Done Local intranet

**WARNING: Vehicle must conform to US safety and emission standards. If it does not, please contact OFM.**



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Replacement Plates | Page 3 of 4 | [Instructions](#)

Insurance Carrier

\* Company Name  
DIPLOMAT INSURANCE COMPANY

Address Line 1  
123 MAIN ST

Address Line 2

City WASHINGTON State DC Zip Code 20011

Quadrant NW

Phone Number  
(202) 555-1313

Back << Next >> Cancel

Local intranet

**The vehicle must have current insurance to obtain replacement plates.**



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Print Mail

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Replacement Plates | Page 3a of 4 | [Instructions](#)

Insurance Broker/Agent

\* Broker/Agent Name

\* Address Line 1

Address Line 2

\* City  \* State  \* Zip Code

\* Phone Number

Back << Next >> Cancel

Local intranet

**Asterisks mark required fields.**



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links >>



## U.S. Department of State

### Office of Foreign Missions

Application for Replacement Plates | Page 4 of 4 | [Instructions](#)

**Insurance Policy**

	Beginning Date	Expiration Date
* Binder or Policy Number	* Month * Day * Year	* Month * Day * Year
<input type="text" value="ALST77442233VW"/>	JUN 30 2009	JAN 30 2010

\* Insurance Coverage Type

P/A,P

Personal Injury Per Person	Personal Injury Per Accident	Personal Damage Per Accident
\$100000	\$300000	\$100000

Combined Single Limit

Personal Injury and Property Damage Per Accident

\$

Done Local intranet



# Apply for Replacement Plates

OFM E-Gov: Application for Replacement Plates - Microsoft Internet Explorer

Address: http://ofmsa33web03.ds.state.sbu/eGov/app/replacementPlates4.do

**U.S. Department of State**  
Office of Foreign Missions

Application for Replacement Plates | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

APPLICATION FOR REPLACEMENT PLATES		Vehicle Registration Type	Mission Vehicle
Mission <b>EMBASSY OF XANADU AIRIEX 0 WASHINGTON, DC 20007</b>			
Reason for Replacement Plates <b>1 Plate Lost/Stolen</b>		Date Plates Lost/Stolen (Mo/Day/Yr)	<b>DEC/01/2009</b>
		OFM Report Number	<b>11223344</b>
Vehicle Identification Number <b>VW998877665544X09</b>	License Plate Number <b>DCY00980</b>	Make <b>VOLK</b>	Model <b>BEEBLE</b>
Body <b>CP</b>	Model Year <b>2009</b>	Weight (lbs)	Odometer (mi) <b>5000</b>
			Color <b>GRN</b>
Insurance Company <b>DIPLOMAT INSURANCE COMPANY 123 MAIN ST NW WASHINGTON, DC 20011 (202) 555-1313</b>		Broker/Agent <b>THOMMY THEISMAN 234 EL AVE ARLINGTON, VA 22012 (202) 555-8888</b>	
Binder or Policy Number <b>ALST77442233VW</b>		Beginning Date (Mo/Day/Yr)	<b>JUN/30/2009</b>
		Ending Date (Mo/Day/Yr)	<b>JAN/30/2010</b>
Insurance Coverage	Personal Injury Per Person	Personal Injury Per Accident	Personal Damage Per Accident
P/A/P	<b>\$100,000.00</b>	<b>\$300,000.00</b>	<b>\$100,000.00</b>

Edit Form Submit Cancel

Done Local intranet

**Review the entries before submission.**



# Apply for Replacement Plates

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

Office of Foreign Missions

View Form #5000052613 | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID: **5000052613**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/03/2009 12:08)**  
 Created By (Date): **ERVINSL (12/03/2009 12:08)**  
 Modified Date: **12/03/2009 12:08**

<b>APPLICATION FOR REPLACEMENT PLATES</b>		Vehicle Registration Type	<b>Mission Vehicle</b>
Mission <b>EMBASSY OF XANADU AMHEX 0 WASHINGTON, DC 20007</b>			
Reason for Replacement Plates <b>1 Plate Lost/Stolen</b>		Date Plates Lost/Stolen (Mo/Day/Yr)	<b>DEC/01/2009</b>
		OFM Report Number	<b>11223344</b>
Vehicle Identification Number <b>VW998877665544X09</b>	License Plate Number <b>DCY00980</b>	Make <b>VOLK</b>	Model <b>BETLE</b>
Body <b>CP</b>	Model Year <b>2009</b>	Weight (lbs)	Odometer (mi) <b>5000</b>
Insurance Company <b>DIPLOMAT INSURANCE COMPANY 123 MAIN ST IRW WASHINGTON, DC 20011 (202) 555-1313</b>		Broker/Agent <b>THOMMY THEISMAN 234 EL AVE ARLINGTON, VA 22012 (202) 555-8888</b>	
Binder or Policy Number <b>ALST77442233VW</b>		Beginning Date (Mo/Day/Yr)	<b>JUL/30/2009</b>
		Ending Date (Mo/Day/Yr)	<b>JAN/30/2010</b>
Insurance Coverage <b>P/A/P</b>	Personal Injury Per Person <b>\$100,000.00</b>	Personal Injury Per Accident <b>\$300,000.00</b>	Personal Damage Per Accident <b>\$100,000.00</b>

Local intranet

**Submission receipt with Transaction ID.**

# Apply for Replacement Plates

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address: \_\_\_\_\_ Go Links >>

Applicant, by submitting this application, certifies that, in accordance with the provisions of Title 18 U.S. Code, Section 1001, prohibiting the making of a false statement in connection with any federal matter, the information stated here is true and correct. The required insurance liability coverage will be maintained for all drivers of this vehicle at all times. Failure to maintain an insurance policy for this vehicle at the required liability limit of \$100,00 per person/\$300,000 per accident/\$100,000 property damage or \$300,000 combined single limit for this vehicle will result in cancellation of registration and recall of the official federal license plates.

Owner's Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Co-owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mission Seal (Required)

Please submit the following documents to accompany your application.

Document	Condition
Photocopy of Insurance Binder Sheet OR Photocopy of Insurance Declaration Page	Document must be submitted
Return license plate	If one plate lost/stolen
Photocopy of police report	If available

After submitting these documents to the OFM, check back with the OFM eGov system to view the status of your application.

Remarks

Local Intranet

**The Submission Receipt must have the owner signature and the Mission Seal.**

**The receipt and supporting documents must be sent to OFM New York.**



## Application for Driver License or Non-Driver ID

- This form is used to apply for a driver license or non-driver identification card from the OFM. It replaces the paper DS-1972.
- All form fields that are marked with an asterisk (\*) are mandatory. Other fields are optional unless otherwise specified.
- Certain fields that are optional may become required due to other selections on the form.



# Application for Driver License or Non-Driver ID

OFM E-Gov: Select Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

**U.S. Department of State**  
**Office of Foreign Missions**

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

DMV	<a href="#">Vehicle Registration</a>
	<a href="#">Vehicle Title</a>
	<a href="#">Replacement Plates</a>
	<a href="#">Driver License/Non-Driver ID</a>
	<a href="#">Update Vehicle Insurance</a>
Tax	<a href="#">Tax Exemption Card</a>
	<a href="#">Exemption from Utilities Taxes</a>
	<a href="#">Exemption from Gasoline Taxes</a>

Local intranet

**The applicant must have a PID before applying for these services.**



# Application for Driver License

## Original

The screenshot shows a Microsoft Internet Explorer browser window titled "OFM E-Gov: Application for Driver License or Non-Driver ID". The address bar is empty. The main content area features the U.S. Department of State logo and the text "U.S. Department of State Office of Foreign Missions". Below this is a navigation bar with "Application for Driver License or Non-Driver ID | Page 1 of 3 | [Instructions](#)".

The form contains two sections of radio buttons:

- \* License Type**
  - Driver License
  - Non-Driver ID
- \* Issue Type**
  - Original
  - Replacement
  - Renewal

At the bottom of the form are two buttons: "Next >>" and "Cancel".

If the applicant has **ever**, at any time previous, had an OFM-issued Driver License, click 'Renewal', rather than 'Original'.

Use 'Replacement' only for lost or stolen licenses.



# Application for Driver License

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Driver License or Non-Driver ID | Page 2 of 3 | [Instructions](#)

\* Mission  
EMBASSY OF CANADA ANNEX 0 WASHINGTON, DC 20007

Applicant

\* I.D. Number \* Surname (as it appears on Visa, if applicable) \* Given Name (as it appears on Visa, if applicable)  
1111-2222 JONES JASON

Date of Birth Height  
\* Month \* Day \* Year \* Feet \* Inches \* Weight  
OCT 5 1970 5 11 200 lbs

Applicant Address

\* No \* Street \* St/Rd Quadrant Unit Type Unit No  
123 MAIN STREET

\* City \* State \* Zip Code  
SILVER SPRING MD 20901

Back << Next >> Cancel

Done Local intranet

Note required fields.



# Application for Driver License

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address  Go Links >>

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Driver License or Non-Driver ID | Page 3 of 3 | [Instructions](#)

\* Vehicle Class

Regular (Car)

Motorcycle

Regular and Motorcycle

\* Please answer each of the questions below.

Do you wear corrective lenses?  Yes  No

Do you have any physical disability, other than vision, which may affect your driving?  Yes  No

Do you possess a valid non-U.S. driver license?  Yes  No

Do you possess a valid U.S. driver license?  Yes  No

Has your U.S. license or privilege to operate a motor vehicle been suspended, revoked, cancelled, or refused by any state or by any jurisdiction within the United States?  Yes  No

Back << Next >> Cancel

Done Local intranet

**When applying for a Driver's License, you may have to provide additional documentation based on your entries.**



# Application for Driver License

Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Driver License or Non-Driver ID | Page 3a of 3 | [Instructions](#)

You have indicated that you possess a valid non-U.S. driver license. Please enter the details of the license below.

\* Country of License

\* Are you a citizen of the above country?  
 Yes  
 No

Country of Citizenship

Issue Date			Expiration Date		
* Month	* Day	* Year	Month	Day	Year
<input type="text" value="NOV"/>	<input type="text" value="30"/>	<input type="text" value="2000"/>	<input type="text" value="NOV"/>	<input type="text" value="30"/>	<input type="text" value="2010"/>

\* License #

Done Local intranet

- You will be asked to provide an expiration date for a Non-U.S. driver's license. Many countries do not have an expiration date for their driver's licenses.
- In this case, enter a date shortly after the expected departure date for the applicant. This will ensure their license is valid for their duration of duty.



# Application for Driver License

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR DRIVER LICENSE/Non-Driver ID</b>		License Type <b>Driver License</b>	Issue Type <b>Original</b>
Mission <b>EMBASSY OF XAIHADU AMHEX 0 WASHINGTOH, DC 20007</b>			
I.D. Number <b>1111-2222</b>	Name <b>JONES, JASON</b>		
Address <b>123 MAIN STREET SILVER SPRING, MD 20901</b>	Birth Date <b>OCT.05.1970</b>	Height <b>5' 11"</b>	Weight (lbs) <b>200</b>
Vehicle Class		<b>Regular and Motorcycle</b>	
Do you wear corrective lenses for driving?		<b>Yes</b>	
Do you have any physical disability, other than vision, which may affect your driving?		<b>No</b>	
Do you possess a valid non-U.S. driver license?		<b>Yes</b>	
Country of License <b>ATLANTIS</b>	Are you a citizen of this country? <b>Yes</b>		
Issue Date <b>Nov/30/2000</b>	Expiration Date <b>Nov/30/2010</b>	License # <b>XAIH120-AM1130</b>	
Do you possess a valid U.S. driver license?		<b>No</b>	
Has your U.S. license or privilege to operate a motor vehicle been suspended, revoked, cancelled, or refused by any state or by any jurisdiction within the United States?		<b>No</b>	

Done Local intranet

**Review prior to submission.**



# Application for Driver License

## Original

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

U.S. Department of State  
Office of Foreign Missions

[View Form #5000052556](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID: **5000052556**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/01/2009 13:20)**  
 Created By (Date): **ERVINSL (12/01/2009 13:20)**  
 Modified Date: **12/01/2009 13:20**

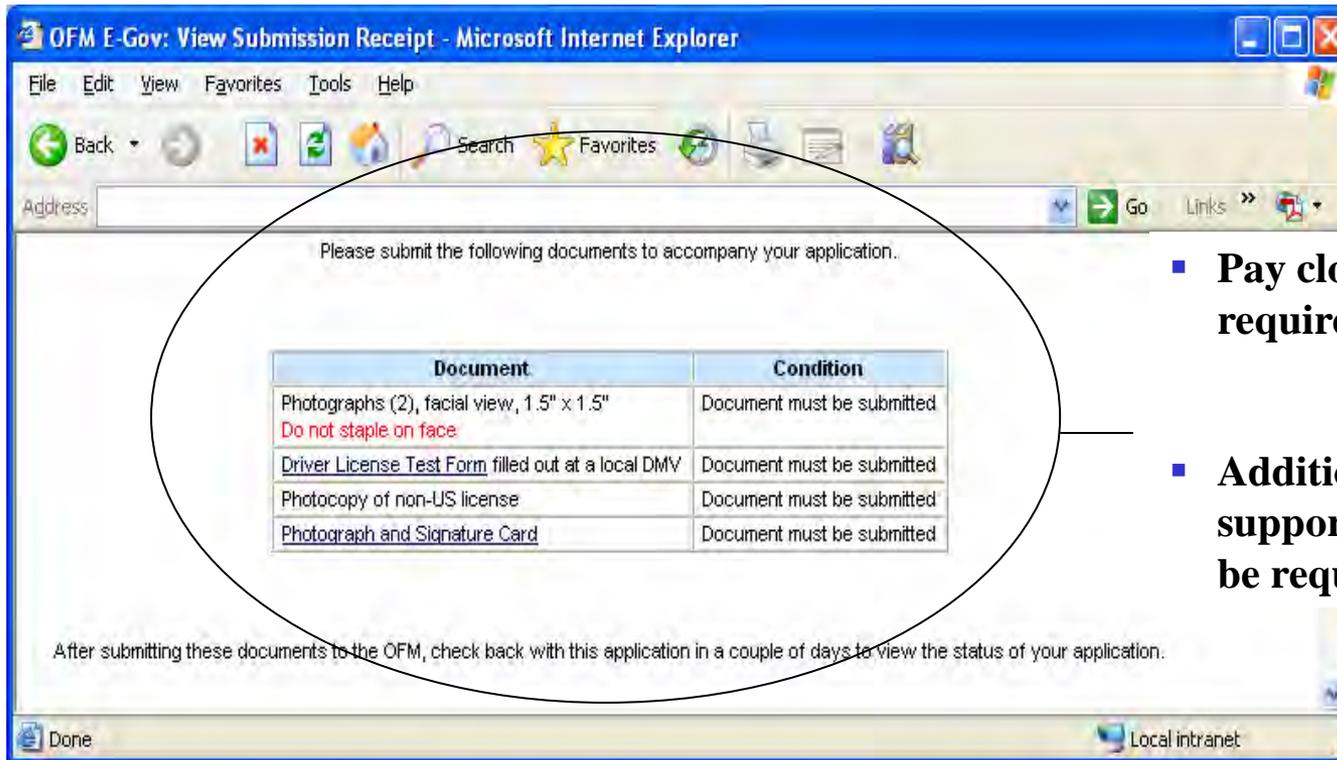
<b>APPLICATION FOR DRIVER LICENSE/Non-Driver ID</b>		License Type <b>Driver License</b>	Issue Type <b>Original</b>
Mission <b>EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>			
I.D. Number <b>1111-2222</b>	Name <b>JONES, JASON</b>		
Address <b>123 MAIN STREET SILVER SPRING, MD 20901</b>	Birth Date <b>OCT.05/1970</b>	Height <b>5' 11"</b>	Weight (lbs) <b>200</b>
Vehicle Class <b>Regular and Motorcycle</b>			
Do you wear corrective lenses for driving?		<b>Yes</b>	
Do you have any physical disability, other than vision, which may affect your driving?		<b>No</b>	
Do you possess a valid non-U.S. driver license?		<b>Yes</b>	
Country of License <b>ATLANTIS</b>	Are you a citizen of this country? <b>Yes</b>		
Issue Date	Expiration Date	License #	

Done Local intranet

**Submission receipt with Transaction ID.**

# Application for Driver License

## Original



Please submit the following documents to accompany your application.

Document	Condition
Photographs (2), facial view, 1.5" x 1.5" <i>Do not staple on face</i>	Document must be submitted
<a href="#">Driver License Test Form</a> filled out at a local DMV	Document must be submitted
Photocopy of non-US license	Document must be submitted
<a href="#">Photograph and Signature Card</a>	Document must be submitted

After submitting these documents to the OFM, check back with this application in a couple of days to view the status of your application.

Done Local intranet

- Pay close attention to the required supporting documents.
- Additional testing with supporting documentation may be required.



# Application for Driver License

## Original

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

Please submit the following documents to accompany your application.

Document	Condition
Photographs (2), facial view, 1.5" x 1.5" <i>Do not staple on face</i>	Document must be submitted
<a href="#">Driver License Test Form</a> filled out at a local DMV	Document must be submitted
Photocopy of non-US license	Document must be submitted
<a href="#">Photograph and Signature Card</a>	Document must be submitted

After submitting these documents to the OFM, check back with this application in a couple of days to view the status of your application.

**Remarks**

*No remarks on file*

Add a remark

Local intranet

**Click on the Driver's License Test form hyperlink to obtain and print out the required test form.**

# Driver's License Test Form

http://ofmsa33web03.ds.state.sbu/eGov/app/licenseTestForm?transID=5000052556 - Microsoft Internet Exp...

File Edit Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print

Address: | Go Links >>

75%

Pages

Both 20/  
Peripheral Vision  
 With Lenses  Without Lenses

Written/Legal Test: Car Motorcycle  
Passing Score  
Passing Date

Road/Skills Test: Car Motorcycle  
Passing Score  
Passing Date

Examiner Signature and Date:  
Signature:  
Date:  
Telephone Number:  
City:  
Country:  
State:

MTA Stamp Here:

License Type: Original

Vehicle Class:  
 C - Regular License  
 M - Motorcycle  
 A - Commercial

Testing Requirement(s):  
 Vision  
 Written/Legal/Law Test  
 Road/Skills Test

OFFICE OF FOREIGN MISSIONS  
DOS  
12/01/2009  
DIPLOMATIC MOTOR VEHICLES

1 of 1

Done Unknown Zone

Based on type of application and answers to questions, different testing requirements may apply. These are indicated on the Driver's License test form.

New York residents must take this form to the New York DMV's Herald Square office for testing. Residents of other states should contact OFM New York for guidance.

The form has an approved DoS OFM electronic stamp applied. No prior visit to OFM is necessary before going to the state DMV.



# Application for Non-Driver ID

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address  Go Links

 **U.S. Department of State**  
**Office of Foreign Missions**

Application for Driver License or Non-Driver ID | Page 1 of 3 | [Instructions](#)

* License Type	* Issue Type
<input type="radio"/> Driver License	<input checked="" type="radio"/> Original
<input checked="" type="radio"/> Non-Driver ID	<input type="radio"/> Replacement
	<input type="radio"/> Renewal

Done Local intranet

If the applicant has **ever**, at any time previous, had an OFM-issued Driver License, click 'Renewal', rather than 'Original'.

Use 'Replacement' only for lost or stolen licenses.



# Application for Non-Driver ID

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address:  Go Links



## U.S. Department of State

### Office of Foreign Missions

Application for Driver License or Non-Driver ID | Page 2 of 3 | [Instructions](#)

\* Mission  
 EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007

Applicant

\* I.D. Number    \* Surname (as it appears on 'visa, if applicable)    \* Given Name (as it appears on 'visa, if applicable)

1122-3344    WILSON    WITNESS

Date of Birth

\* Month    \* Day    \* Year    Height    \* Weight

MAY    30    1977    5    4    150 lbs

Applicant Address

\* No    \* Street    \* St/Rd    Quadrant    Unit Type    Unit No

321    FIRST    STREET               

\* City    \* State    \* Zip Code

ALEXANDRIA    VA    22301

Back <<    Next >>    Cancel

Done    Local intranet



# Application for Non-Driver ID

## Original

OFM E-Gov: Application for Driver License or Non-Driver ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address | Go Links >>



## U.S. Department of State

### Office of Foreign Missions

Application for Driver License or Non-Driver ID | [Confirmation Page](#) | [Instructions](#)

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.

<b>APPLICATION FOR DRIVER LICENSE/Non-Driver ID</b>		License Type <b>Non-Driver ID</b>	Issue Type <b>Original</b>
Mission <b>EMBASSY OF CANADA ANNEX 0 WASHINGTON, DC 20007</b>			
I.D. Number <b>1122-3344</b>	Name <b>WILSON, WITNESS</b>		
Address <b>321 FIRST STREET ALEXANDRIA, VA 22301</b>		Birth Date <b>MAY/30/1977</b>	Height <b>5' 4"</b>
		Weight (lbs) <b>150</b>	

Done Local intranet

**Review the entries before submission.**



# Application for Non-Driver ID

## Original

OFM E-Gov: View Submission Receipt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address  Go Links



## U.S. Department of State

### Office of Foreign Missions

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Transaction ID: **5000052557**  
 Country: **XANADU**  
 Status (Date): **SUBMITTED (12/01/2009 13:59)**  
 Created By (Date): **ERVINSL (12/01/2009 13:59)**  
 Modified Date: **12/01/2009 13:59**

<b>APPLICATION FOR DRIVER LICENSE/Non-Driver ID</b>	License Type <b>Non-Driver ID</b>	Issue Type <b>Original</b>
Mission <b>EMBASSY OF XANADU ANNEX 0 WASHINGTON, DC 20007</b>		
I.D. Number <b>1122-3344</b>	Name <b>WILSON, WITNESS</b>	
Address <b>321 FIRST STREET ALEXANDRIA, VA 22301</b>	Birth Date <b>MAY/30/1977</b>	Height <b>5' 4"</b>
		Weight (lbs) <b>150</b>

Please submit the following documents to accompany your application.

Done Local intranet

**Submission receipt with Transaction ID.**



# e-Gov Training Program Conclusion

**U.S. Department of State  
Office of Foreign Missions**

