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WELCOME!



GUIDANCE FOR NEWLY ARRIVED MISSION STAFF AND THEIR DEPENDENTS

UNITED STATES DEPARTMENT OF STATE
BUREAU OF DIPLOMATIC SECURITY
CHICAGO REGIONAL OFFICE OF FOREIGN MISSIONS





Aerial view of the Windy City skyline



WELCOME TO THE UNITED STATES!

On behalf of the U.S. Department of State and the Office of Foreign Missions (OFM), welcome to the Upper Midwest Region of the United States! As a new arrival you have many questions, and the Chicago Regional Office of Foreign Missions is here to help ease your transition to a new post and a new home. This booklet contains valuable information on the various services you may be eligible to obtain from our office, as well as other sources of valuable information. If you have any questions or concerns during your tour here in the Chicago OFM Region, please do not hesitate to contact our office for assistance.



QUICK GUIDE TO GETTING SETTLED

Before you get started on anything else, you'll want to make sure you have three very important matters taken care of. Turn to page 3 for more information!

Turn to page 21 to learn how to import your personal items when you first arrive in the U.S.

Page 39 contains valuable information on how to register a vehicle with OFM here in the U.S.



Just arrived? Flip to page 95 for a useful checklist to help you as you start your tour of duty in the U.S.

You'll want to get your driver's license and tax exemption card right away, so turn to pages 34 and 67 for instructions.

Contact information for State Department offices and other useful agencies can be found beginning on page 13.





Buckingham Fountain, Chicago, Illinois

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CHAPTER 1



FIRST THINGS FIRST



Aerial view of the Detroit, Michigan skyline

BEFORE YOU READ ANY FURTHER...

Depending on reciprocity, the privileges and benefits described in this book are yours to enjoy as a foreign mission principal or dependent posted in the United States! However, there are a couple of things you'll need before you can apply for these benefits.

If you answer "No" to any of the following three questions, you should immediately speak with your mission Administrative Officer and/or E-Government account holder for further guidance:

1. DO YOU HAVE AN A-1 OR A-2 VISA?

In order to work at a consulate or other foreign mission in the United States, you must have an A-1 or A-2 visa. Do not postpone adjusting your visa! If you or your dependents do not have an "A" visa, contact your embassy in Washington, D.C., to begin the process of adjusting your visa status.



2. HAVE YOU BEEN OFFICIALLY NOTIFIED TO THE U.S. DEPARTMENT OF STATE?

At the beginning of your tour, your mission should have submitted a Notification of Appointment (DS-2003 or DS-2004) on your behalf to the Office of Protocol in Washington, D.C. If you are not officially notified, we cannot recognize you as a member of the mission and process any privileges or benefits for you. Dependents must also be notified to the Office of Protocol.

3. DO YOU HAVE A PERSONAL IDENTIFICATION (PID) NUMBER?

A PID Number is a unique eight-digit number that is assigned to you after you have been notified to the Office of Protocol.

This number will appear on the consular identification (I.D.) card you will receive from the Office of Protocol. If you have just arrived and have not yet received your consular I.D. card, ask the E-Gov account holder at your mission to check online for your PID Number. If he or she cannot locate your PID Number online, please have them call our office at (312) 353-5762 for assistance.

... PLEASE NOTE!

Please note that if you have an A-2 visa and paid for your own travel to the United States (rather than your government paying), you are NOT eligible to receive most of the services in this book. You cannot be issued a State Department driver's license (see page 58 for how to obtain a local state driver's license) and you receive no tax exemption privileges, although you may hold a mission tax exemption card (see page 67), if your mission wishes.

The PID Number must be provided with each application to our office. It is one number you will quickly come to memorize! This number will appear on all your OFM-issued documents, such as your State Department driver's license and your tax exemption card. If you have served previously in the U.S., you will be assigned the same PID Number as before.

Now that you have your "A" visa, have been notified to the State Department, and have received your PID Number, please turn to the next chapter to learn more about who we are, and how we can help you.



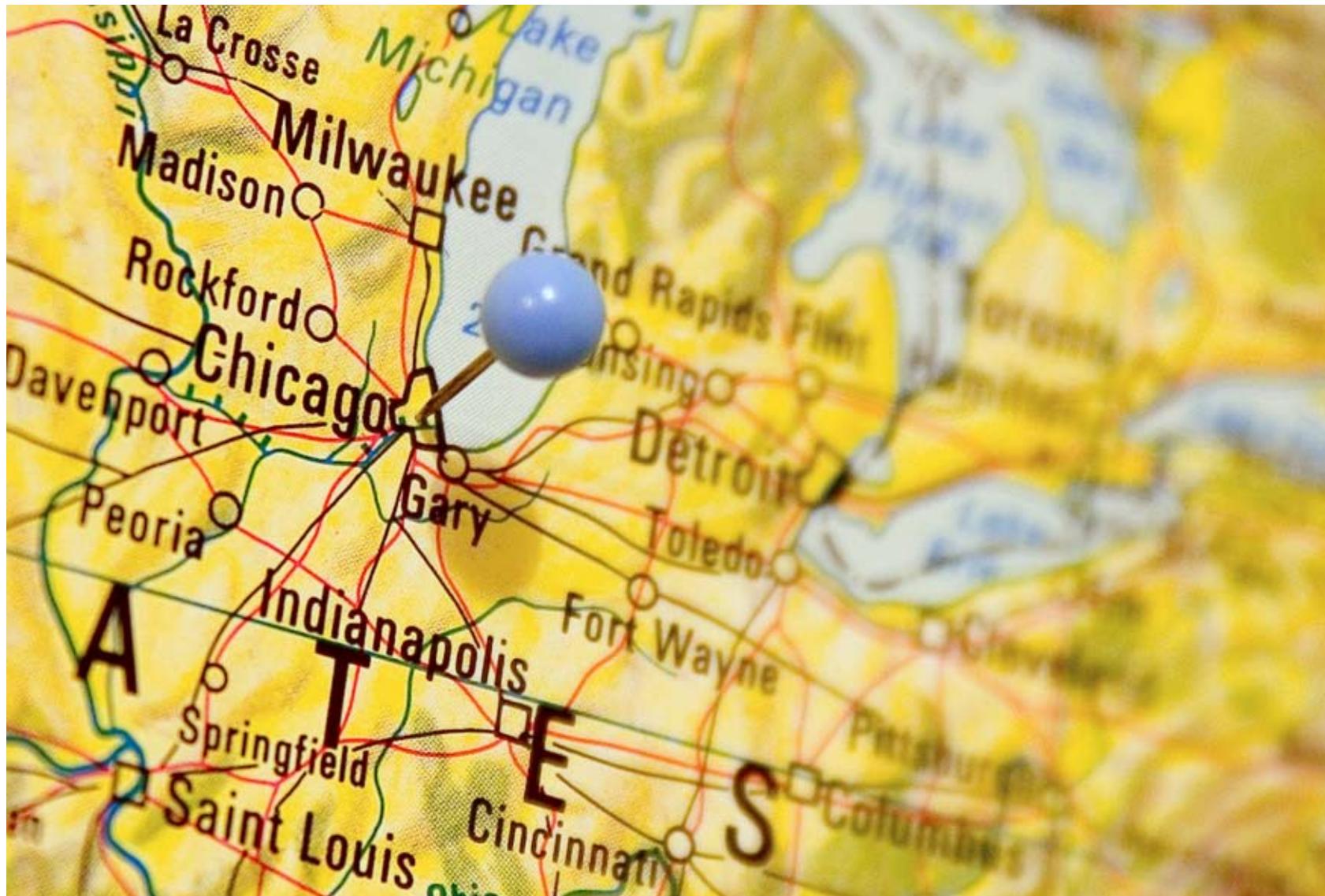


The Minneapolis, Minnesota skyline at dusk

CHAPTER 2



WHO DOES WHAT?



THE OFFICE OF FOREIGN MISSIONS



OFFICE OF FOREIGN MISSIONS
CHICAGO REGIONAL OFFICE

There are two offices within the U.S. Department of State you will frequently interact with during your tour, and one of them is ours, located right here in the Midwest — the Chicago Regional Office of Foreign Missions!

Our office will be your point of contact for tax exemption benefits, diplomatic motor vehicle services, diplomatic importation requests (customs), and property and real estate services; and it will be your go-to resource whenever you have questions during your tour. We serve nearly 2500 members of career and honorary consulates in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Turn to page 17 for specific information on the services and benefits you can apply for through the Chicago Regional Office of Foreign Missions. Our contact information is listed on page 13.

IF YOU'RE POSTED OUTSIDE CHICAGO...

...you won't be able to stop by our office to drop off applications for services, or come by to pick up your documents once they're ready, but you are still just a phone call or letter away! Contact us with any questions you have through the phone, fax, e-mail, or address information listed on page 13. We hope to meet you in person one day, but until then we'll have to conduct our business long-distance! We do make visits to all of our states, so look for us to visit your mission soon.

THE OFFICE OF PROTOCOL

When you first arrived at your mission, a Notification of Appointment was submitted to the State Department on your behalf. The Office of Protocol in Washington, D.C., will send your consular I.D. card through your embassy.

You will not often work directly with the Office of Protocol, but it is important to know what services you can obtain through this office. This office handles accreditation for foreign mission personnel working in the U.S., and also maintains official status records for these individuals. This means the Office of Protocol has responsibility for mission members at all the embassies, consulates, and various embassy or consulate annexes throughout the United States — it is a very busy office!

For detailed information on what applications the Office of Protocol processes and the other services it offers, please see the table on page 17 or turn to Chapter 7.



WHAT IS E-GOVERNMENT (E-GOV)?

Everyone hates messy files and stacks of paperwork, right? Luckily, when you want to fill out an application for the Office of Foreign Missions or Office of Protocol, it's probably online!

E-Government (E-Gov) is an online program that allows mission members to submit many forms and applications to OFM and the Office of Protocol electronically. By submitting these requests online, you can obtain services more quickly and easily. There is at least one person at your office that has an E-Gov account. Before you can do anything else, you need to find out who this person is — and make friends with them! Your E-Gov account holder is an important person, as he or she will submit applications through E-Gov on your behalf. This person should also be able to answer your questions about any benefits or services you are eligible to obtain.

THE FOLLOWING APPLICATIONS CAN BE SUBMITTED THROUGH E-GOV:

- Notification of Appointment
- Notification of Change:
 - ✓ Name
 - ✓ Duty/Residence Address
 - ✓ Title/Position
 - ✓ Citizenship
- Vehicle Registration
- Vehicle Title
- Replacement Plates
- Driver's License or Non-Driver I.D. Card
- Tax Exemption Card
- Utility Tax Exemption
- Gasoline Tax Exemption
- Notification of Termination



The marquee of the famed Chicago Theater

USEFUL LOCAL CONTACTS AND IMPORTANT OFFICES



OFFICE OF PROTOCOL

U.S. Department of State
Office of Protocol

Production Unit, State Annex 33
3507 International Place, NW
2nd Floor
Washington, D.C. 20008

Phone: (202) 274-1217

OFFICE OF FOREIGN MISSIONS

U.S. Department of State
Chicago Regional Office of Foreign Missions

77 West Jackson Boulevard
Suite 2122
Chicago, IL 60604

Phone: (312) 353-5762

Fax: (312) 353-5768

E-mail: OFMCGCustomerService@state.gov

Web site: www.state.gov/ofm



DRIVER'S LICENSE TESTING CENTER FOR CHICAGO-AREA MISSIONS

Ms. Kathy Ford or Ms. Angie Estrada
Illinois Secretary of State

100 West Randolph Street, 5th floor
Chicago, IL 60601

Phone: (312) 814-2263



DRIVER'S LICENSE TESTING CENTER FOR DETROIT-AREA MISSIONS

Ms. Marsha Garrett
Michigan Department of State

3046 W. Grand Blvd., Suite L660
Detroit, MI 48202

Phone: (888) 767-6424



DRIVER'S LICENSE TESTING CENTER FOR MINNEAPOLIS-AREA MISSIONS

Ms. Patsy Oner
Minnesota Department of Public Safety,
Driver and Vehicle Services Division

300 S. 6th Street
Minneapolis, MN 55487

Phone: (612) 348-6186

WEB SITES FOR STATE MOTOR VEHICLE INFORMATION

- State of Illinois.....www.il.gov
- Illinois Secretary of Statewww.cyberdriveillinois.com
- Michigan Secretary of State.....www.michigan.gov/sos
- Minnesota Department of Vehicle Serviceswww.dps.state.mn.us/dvs/index.html
- Ohio Bureau of Motor Vehicleswww.bmv.ohio.gov
- Indiana Bureau of Motor Vehicleswww.in.gov/bmv
- Missouri Motor Vehicle & Driver Services.....www.dor.mo.gov

CHICAGO REGIONAL SOCIAL SECURITY OFFICE

Mr. Dan Byrnes

77 West Jackson Boulevard
Suite 300
Chicago, IL 60604

Phone: (866) 931-7974

ofmsocialsecurity@state.gov



OTHER HELPFUL GOVERNMENT AGENCIES AND USEFUL CONTACT INFORMATION

In general, requests pertaining to your income tax, visa, passport, immigration, or work authorization status should go through your embassy. The Chicago Regional Office of Foreign Missions cannot assist or answer questions pertaining to those subjects. For general questions or information about the above topics, you may find the following phone numbers, e-mail addresses, and Web sites useful:

TOPIC	AGENCY / OFFICE	PHONE / E-MAIL
PASSPORTS	U.S. Department of State	(877) 487-2778
VISAS	U.S. Department of State	(202) 663-1225
IMMIGRATION OR WORK AUTHORIZATION STATUS	U.S. Department of Homeland Security	(800) 375-5283
INCOME TAX QUESTIONS	U.S. Internal Revenue Service	embassy@irs.gov

HELPFUL WEB SITES:

U.S. CITIZENSHIP AND IMMIGRATION SERVICE	www.uscis.gov
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT	www.ice.gov

PROTOCOL OR OFM?

Most of the services and benefits you are eligible for are processed by our OFM office, but there are exceptions. This handy chart helps you figure out who does what!

DOCUMENT	PROTOCOL	CHICAGO OFM
DMV Applications		✓
Tax Applications (including Utilities / Gasoline)		✓
Property Requests		✓
Customs Requests		✓
Notification of Change (address only)		✓
Notification of Change (all other changes)	✓	
Notification of Appointment	✓	
Notification of Termination	✓	

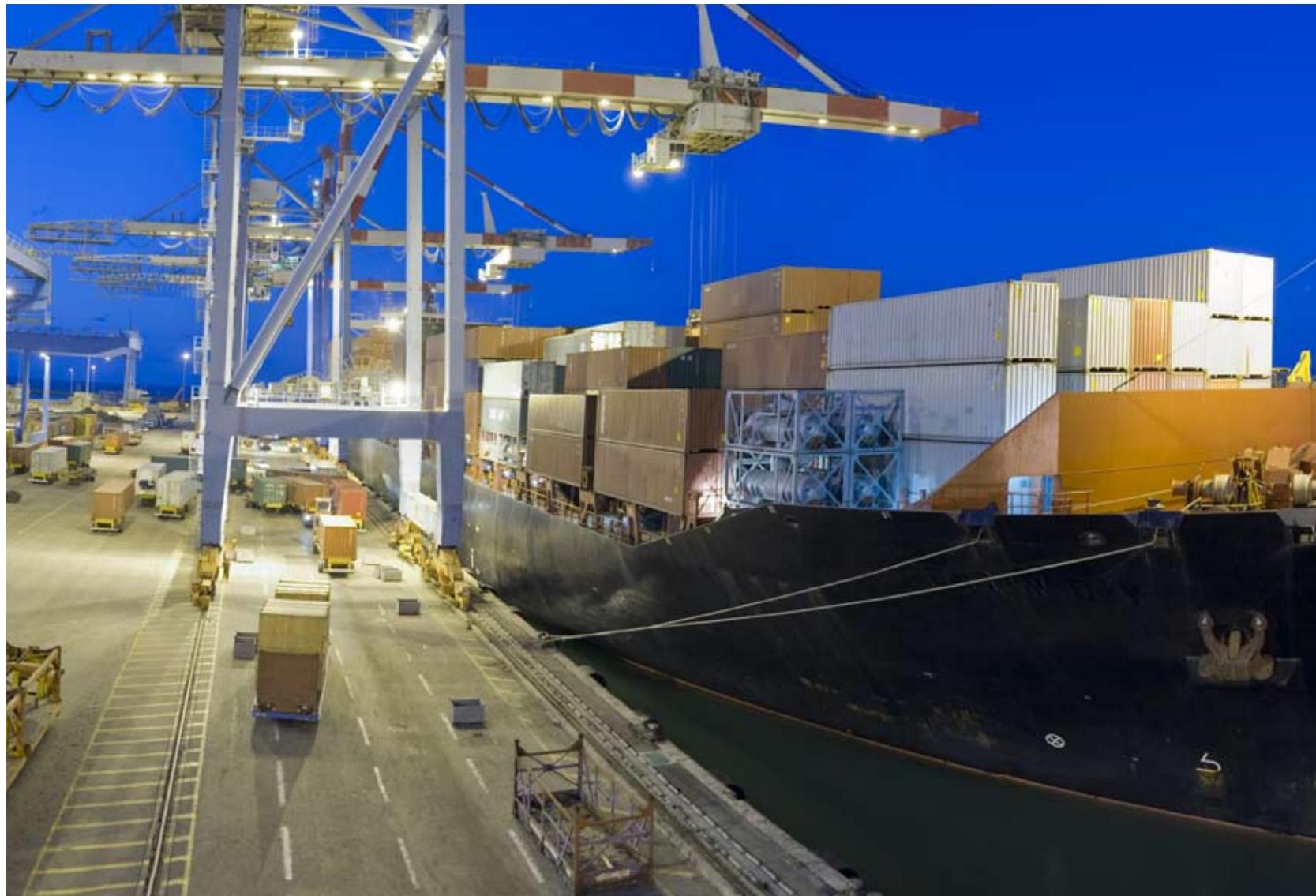


Joe Louis Arena, Detroit, Michigan

CHAPTER 3



CUSTOMS



CUSTOMS

Whether by sea, land, or air, your household goods and personal effects will have to pass through U.S. Customs. This section will provide an overview of how to receive your goods, as well as provide information about the Diplomatic Importation Program.

IMPORTING PERSONAL GOODS

One of the most stressful things in life is moving! The Office of Foreign Missions is here to make your experience less stressful and to ensure your goods are cleared in a timely fashion. In order to help speed the process along, please provide OFM with all required documents (see “Customs Quick Tips” on page 25 for more details).

OFM will approve your request within 10 business days. Once you have received OFM’s approval, you or someone from your mission

will take your documents to U.S. Customs and Border Protection (CBP) for final approval. If you chose to ship your vehicle with your personal goods, please keep this in mind — your shipment cannot be cleared and released until the vehicle registration process has been completed!

Refer to page 39 for information on vehicle registration requirements and procedures. For more information on importing a vehicle, please see page 40.



ORDERING DUTY-FREE ITEMS

Purchase of duty-free goods from a bonded warehouse starts with submission of a Request for Customs Clearance of Merchandise (form DS-1504) to the Chicago Regional Office of Foreign Missions. Once your customs clearance request for these items is approved by our office, your goods will be directly shipped to you by the corresponding company on the regular shipment date. If you have any questions regarding these purchases, please call our office at (312) 353-5762.



DID YOU KNOW...WORK AUTHORIZATION?

Although the Office of Foreign Missions does not issue work authorization papers and cannot advise you on work authorization matters, mission dependents may be eligible to obtain work authorization in the United States! Please call your embassy in Washington, D.C., for more information. Your embassy can then contact the U.S. Department of State, Office of Protocol, for more information.





Navy Pier, Chicago, Illinois

CUSTOMS QUICK TIPS

When submitting a request for customs clearance to the Chicago Regional Office of Foreign Missions, remember to submit the following documents:

APPLICATION TYPE	REQUIRED DOCUMENTS	SUBMIT IF APPLICABLE
PERSONAL REQUEST FOR CLEARANCE	1 Original DS-1504 form Airway Bill or Bill of Lading	Arrival Notice (if your shipment has already arrived)
MISSION REQUEST FOR CLEARANCE	1 Original DS-1504 form Airway Bill or Bill of Lading	Arrival Notice (if your shipment has already arrived)
BONDED WAREHOUSE REQUEST	1 Original DS-1504 forms	



The Art Institute of Chicago

CHAPTER 4



REAL ESTATE



PROPERTY PROGRAM

There are so many wonderful places to live in the Midwest! The tough part for you will be deciding which of these cities or towns you want to call your new home. Once you have chosen the perfect place to live, there is one important thing to keep in mind. If your home is in the name of your government or mission, or if your government is purchasing or leasing the property on your behalf, you must request permission from the U.S. Department of State through the Chicago Regional Office of Foreign Missions before signing the lease or making an offer on a home. Your Consul General or Head of Post should send a letter to the Chicago OFM Regional Office and request permission to either lease or purchase the property. Please be patient, as it may take up to 60 days to get the necessary approval.

Before you panic about this lengthy time frame, you should know that most requests receive a response within two weeks.

If you decide to move to a new city or town during your tour, you will need to follow the same procedure once again. While this may seem like a hassle, at least this time around you will know just what to do!

If you are signing the lease or purchasing property in your own name, go ahead and sign away, because you do not need to request permission from OFM. For more information regarding property lease or purchase, such as property tax exemption or permit matters, please call our office at (312) 353-5762.

... DON'T FORGET!

If you are purchasing or leasing property in the name of your government, you must wait for OFM's approval before you purchase or sign a lease.

DID YOU KNOW...MOVING?

Moving is stressful enough, so if you move to a new residence at any time during your tour of duty, don't forget to take care of important administrative matters with the Office of Foreign Missions and the Office of Protocol! In addition to confirming that the local post office knows your new address and inviting your friends and colleagues to your housewarming party, make sure to:

1. Notify our office that you have moved. Ask the E-Gov account holder at your office to submit online a Notification of Change (DS-2006) form so we can change your address in the U.S. Department of State records. **DO NOT** submit any other applications until the DS-2006 has been processed by our office. If you submit any other applications without first submitting a DS-2006, your applications will be delayed.
2. Ask your E-Gov account holder to apply for a new driver's license and a vehicle registration card showing your new address.
3. Resubmit your applications for utility tax exemption. Your E-Gov account holder knows how to make these changes. For more information on utility tax exemption, see Chapter 6.
4. Notify your auto insurance company of your address change. When you receive the updated policy for your vehicle, fax a copy to our office.

CHAPTER 5



DIPLOMATIC MOTOR VEHICLES



DIPLOMATIC MOTOR VEHICLES

What good is living in an exciting new city if you can't get around and explore it? Usually one of the first things mission members do when they arrive at a new post is obtain a driver's license and make sure they have a car. This section will give you an introduction to all of the services we offer and the privileges you are entitled to under the Diplomatic Motor Vehicle (DMV) Program!



STATE DEPARTMENT DRIVER'S LICENSE

Anyone wishing to operate a motor vehicle in the United States must apply for a State Department driver's license. This license is valid in all 50 states and U.S. territories. If you already have a driver's license issued by a U.S. state or territory, you will be required to exchange it for the State Department driver's license. The only valid driver's license for qualified A-1 and A-2 visa holders is the State Department driver's license (see page 58 for information for non-qualified A-2 visa holders). To apply for a State Department driver's license:

1. Ask your E-Gov account holder to complete the online Application for Driver's License/Non-Driver ID (DS-1972D) on your behalf.
2. After the online application is submitted, you will need to make an appointment with one of the recommended motor vehicles testing facilities (listed on page 14) to go and complete any required tests. Bring all application documents with you to the testing facility.
3. Once you've completed the tests, bring the test form and all other supporting documents (see the "DMV Quick Tips" chart on page 61) to our office.

After processing is complete, you will be licensed to drive!

...TIP!

To ensure the accuracy of the information submitted on your DS-1972D application, help your E-Gov account holder by sitting with them while he or she completes the application. There is a lot of personal information required for the application. If you possess a valid foreign or U.S. state-issued driver's license, make sure that information is also entered on the application.

PLEASE NOTE...

If our office does not receive your test results and supporting documents within five days of the date of your online E-Gov application, we will return the application for re-submission. To avoid this processing delay, you may want to schedule your testing date at the Department of Motor Vehicles before the E-Gov online application is submitted.



STATE DEPARTMENT NON-DRIVER IDENTIFICATION CARDS

Even if you do not drive, it can still be useful to have an identification card. A U.S. Department of State non-driver identification (I.D.) card can be used to prove your identity. However, you can only have one card — either a U.S. Department of State driver's license or a non-driver I.D. card. You may not have both.

As when applying for a State Department driver's license, your E-Gov account holder will complete the online application (the DS-1972D is also used for the non-driver I.D. card) on your behalf. Review all the application documents carefully (see "DMV Quick Tips" on page 61) before submitting them to our office. Unlike a driver's license application, you won't have to take any tests!

...TIP!

You and your dependents may also obtain a non-driver identification card issued by the state you live in.



INTRODUCTION TO INSURANCE

Now that you have your State Department driver's license, you're probably anxious to buy or lease a vehicle, or import your own vehicle. To protect you, your vehicle, and other drivers, you are required to obtain automobile insurance coverage before you purchase or lease your vehicle (or register your imported vehicle).

U.S. law requires that all motor vehicles owned or operated by a foreign mission or a foreign mission member or dependent must carry minimum liability insurance coverage as outlined below.

For motor vehicles:

\$300,000 combined single limit, OR split limits of:

- \$100,000 Bodily Injury/Person
- \$300,000 Bodily Injury/Accident
- \$100,000 Property Damage/Accident

For motorcycles:

- \$100,000 Bodily Injury/Person
- \$300,000 Bodily Injury/Accident
- \$50,000 Property Damage/Accident



Your insurance company will issue one of three documents that can serve as proof of insurance: a Binder, a Certificate of Insurance, or a Declarations Page. The document you submit as proof of insurance should specify it is valid for six months or more from the date of issue. This proof of insurance will need to be presented when registering your vehicle with our office (see page 39).

It is very important that you keep your proof of insurance in your vehicle, and make sure your insurance is current — you can be fined or ticketed for not having proof of valid insurance if you are pulled over by police (see page 43).

The most important thing to remember about insurance is to keep it up-to-date! When you renew your insurance policy, forward a copy of your Certificate of Insurance or Declaration Page to our office so we can update our records.

Drive safely!



VEHICLE REGISTRATION

Now that you have your driver's license, you are ready to start driving! But before you get on the road, you must register your vehicle with the U.S. Department of State. Prior to importing, purchasing, financing, or leasing a motor vehicle, foreign mission members should contact the Chicago Regional Office of Foreign Missions to find out if any restrictions or surcharges apply, based on reciprocity.

If you decide to purchase a car from a dealership in the U.S., have the dealership call our office to inquire about your eligibility for tax exemption after you locate your perfect car.

To register your vehicle with the U.S. Department of State, ask the E-Gov account holder in your office to fill out an online Application for Vehicle Registration (DS-101).

Once your application has been completed online, submit the supporting documents (see "DMV Quick Tips" on page 61) to the Chicago Regional Office of Foreign Missions.

IMPORTING A VEHICLE

If you cannot bear to part with your car or motorcycle from home, don't worry. If reciprocity allows, you can import your vehicle when you come to the United States!

When importing a motor vehicle from another country, you must prove ownership prior to the vehicle being cleared by U.S. Customs. Proof of ownership may be demonstrated by a title or ownership document from the country in which the vehicle was purchased. Vehicle registration documents alone do not constitute proof of ownership unless the registration is also the ownership document in the country of origin. Ownership documents from the originating country, combined with any other documentation related to the purchase of the vehicle, are required for clearance. Once you have your ownership documents, you must register the vehicle with the U.S. Department of State as described on page 39.



Don't forget! In order for your vehicle to be cleared by Customs, you must complete the proper Vehicle Compliance forms from the U.S. Department of Transportation (DOT), as well as the U.S. Environmental Protection Agency (EPA). The forms may be obtained from our office. Submit the completed forms along with the Request for Customs Clearance of Merchandise (DS-1504) to the Chicago Regional Office of Foreign Missions. Imported automobiles that do not conform to DOT and EPA safety and emissions standards may NOT be sold in the United States unless they are first brought into compliance (see page 56).

When importing a vehicle NOT in compliance, you must submit proper DOT and EPA forms during the clearance process. For further information, consult the Customs Web site at www.cbp.gov.

Welcome to the United States, and drive safely!

...TIP!

It is important that you call the Chicago Regional Office of Foreign Missions to check reciprocity before you attempt to import your motor vehicle. Surcharges or certain restrictions may apply depending on reciprocal agreements between the United States and your home country.

Call (312) 353-5762 for information.



TRAFFIC VIOLATIONS

Congratulations! You finally have your new Department of State driver's license and your vehicle has special red and blue Department of State license plates on it. You are stopping at all red lights, carefully watching for anyone that is walking in a cross-walk, and obeying all the rules of the road.

We know you will drive safely and follow the rules, but if you do have an accident, receive a parking citation, or are issued a moving violation ticket, remember to:

1. Ask the officer to call the Department of State for instructions and to confirm your immunity level. During normal business hours, call (202) 895-3521. After hours, call (571) 345-3146 or (866) 217-2089.
2. Fax a copy of the ticket, or citation, and the police report to the Office of Foreign Missions, Motor Vehicles Office at (202) 895-3646.
3. You will be required to either pay or contest any "prepayable" tickets. For more serious infractions ("must appear" citations), you may be required to appear in court. Your embassy will receive a letter from the Department of State with instructions on how to handle the matter appropriately.

CITY STICKER RENEWAL

As a foreign government employee, you may be eligible to receive a “No Fee” city sticker for vehicles registered with the U.S. Department of State! If you live in the City of Chicago, your city vehicle sticker needs to be renewed annually in the month of June.

We will automatically mail a Chicago “No Fee” city vehicle sticker letter to your office in June if you are eligible for this valuable benefit. Instructions on how to apply for the city vehicle sticker will be included with the letter.

For those of you who do not live in Chicago, you can take advantage of this benefit, too!

If you live outside the City of Chicago, request your “No Fee” city vehicle sticker by faxing or mailing a letter to our office. Include your name, license plate number, city of residence, and the name and address of your local city hall. The letter should be printed on mission letterhead and faxed to (312) 353-5768.



VEHICLE REGISTRATION RENEWAL

Just like your city vehicle sticker, your vehicle registration must be renewed annually. As long as the insurance policies on all your vehicles are valid, you will automatically receive a fax from our office instructing you to exchange your old registration card for a new decal and updated registration card.

Please be aware that if your insurance is not valid for all of your vehicles, the Office of Foreign Missions will have to withhold your registration renewal until we receive valid proof of insurance for your vehicle(s). You do not need to do anything to request a registration renewal except keep your insurance up-to-date with our office!

It is important to always have a current vehicle registration card in your vehicle and current decal on your license plate. If a law enforcement officer asks to see your registration papers and you do not have them with you — or if they have expired — you may be issued a citation for lack of proper registration and may be subject to fines.

United States Department of State Office of Foreign Missions Washington, D.C. 20520					
80059353					
PLATE NO DBB0001	MOTOR VEHICLE REGISTRATION			DECAL NO 0200100	
VEHICLE IDENTIFICATION NO. ABCTD62V810000009		YEAR 2001	MAKE ROL	MODEL SIC	STYLE LM
DIPLOMAT, ADAM M. 3507 INTERNATIONAL PL NW WASHINGTON, DC 20008					
REG. DATE 09/01/2001	CO-OWNER(S)			REG FEE	
EXP. DATE 09/30/2002					
TITLE FOR THIS VEHICLE HELD AT THE DIPLOMATIC MOTOR VEHICLE OFFICE					

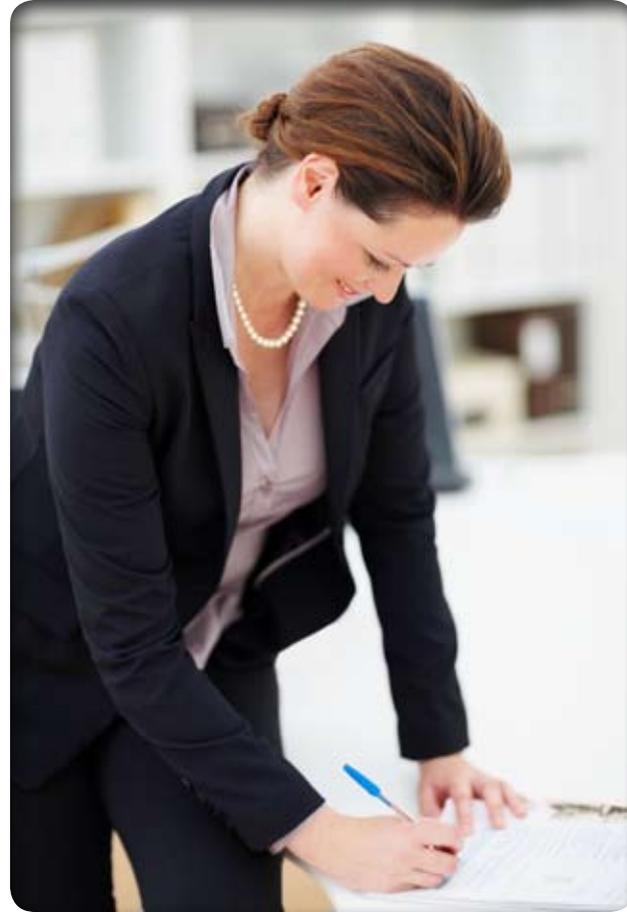
INSURANCE RENEWAL

Keeping your insurance updated in the U.S. Department of State records is one of the most important things you must remember to do each year.

Every time your insurance policy is renewed, or whenever any information on your policy changes, you must update your insurance records with our office.

Keep in mind, after you pay your bill and confirm with your insurance company that your policy is current, immediately send us proof of insurance so we can update your record in the U.S. Department of State system.

Please fax or mail our office a copy of your Declaration Page or Certificate of Insurance when you receive a new one from your insurance company. We do not accept bills, print screens, or insurance cards as valid proof of insurance.



As a courtesy to you, we will send you a reminder fax before your insurance expires. When you receive this fax, please send us a copy of your Declaration Page or Certificate of Insurance so we can update your record. Remember... keep yourself and other drivers safe by always ensuring your insurance records are current!



DRIVER'S LICENSE / NON-DRIVER I.D. CARD RENEWAL

If your U.S. Department of State driver's license or non-driver I.D. card is five years old, it is time to renew it. You may apply to renew your license or I.D. card up to one year before its expiration date. We recommend that you renew your driver's license before it expires — the longer you wait, the more tests you will need to take (see table below). Save yourself time at the DMV by renewing your driver's license before it expires!

To renew your driver's license/non-driver I.D. card, the procedure is almost the same as when you first applied. Your E-Gov account holder will submit the renewal form online (using the DS-1972) and you bring the application and all supporting documents (see "DMV Quick Tips" on page 61) to our office. For a driver's license renewal, you must complete any required tests before submitting your application.

Remember to submit all documents to us within five days of the date of the online E-Gov application to avoid processing delays (see page 35)!

EXPIRATION TIMEFRAME	REQUIRED TESTS
EXPIRED LESS THAN 6 MONTHS	Vision test only
EXPIRED 6-12 MONTHS	Vision and Written tests
EXPIRED 12+ MONTHS	Vision, Written, and Road tests



The 'EL' train makes a stop in the Loop in downtown Chicago.

DISPOSING OF YOUR VEHICLE

It's the end of the road: you are at the end of your assignment in the U.S. or it is just time to say farewell to your car. Because your vehicle is registered with the U.S. Department of State and we hold your vehicle title, there are specific steps that you must follow before you can complete the sale or disposition of your vehicle.

There are a number of options you may have for disposing of your vehicle, depending on reciprocity and whether your vehicle conforms to U.S. safety and emissions standards (“a conforming vehicle”). If your vehicle does not meet these standards, see page 56 (“Disposing of Non-Conforming Vehicles”). The four options you may have are:

- Selling your vehicle outside the diplomatic community (depending on reciprocity and whether it is a “conforming vehicle”)
- Selling your vehicle within the diplomatic community (depending on reciprocity)
- Exporting your vehicle
- “Junking” your vehicle

See the following pages for guidance on each of these options. As always, please don't hesitate to consult our office if you have any questions about these processes.

SELLING A VEHICLE OUTSIDE THE DIPLOMATIC COMMUNITY



One option, if permitted by reciprocity, is to sell your vehicle to a buyer outside of the diplomatic community. Because your vehicle is registered with the U.S. Department of State and we hold the vehicle title, there are specific procedures that must be followed in selling your vehicle. To ensure all goes smoothly, read on and consult our office if you have any questions or concerns.

- The first step is to find a buyer for your vehicle. The buyer can be an individual or a car dealership. The buyer's name must be entered on the Application for Title (DS-102) that your E-Gov account holder will submit for you. So before you can submit the title request, you must first identify someone who has agreed to buy your vehicle.
- If you took out a loan to buy your car, ask your bank or finance company to send the lien title or a lien release letter directly to our office. We must receive this document before we can issue your vehicle title.

- Depending on the reciprocity agreements between the United States and your home country, you may have to pay a vehicle disposition surcharge before we can release the title. If you are required to pay a surcharge, we will calculate it for you. You must pay the surcharge with a check or money order payable to the U.S. Department of State. We do not accept cash or credit cards.

After we receive your signed and stamped paper copy of the E-Gov submission receipt (DS-102), your lien title or lien release (if applicable), and vehicle disposition surcharge payment (if applicable), we can process your title request within two business days.

When your title is ready, we will notify your office. You must exchange your U.S. Department of State license plates and vehicle registration card for your title. The individual or dealership you are selling your vehicle to can use the U.S. Department of State title to register their new vehicle with any U.S. state or territory.

What a relief! Now that your vehicle is gone, that's one less thing to worry about when you depart post!

...IMPORTANT!

We cannot issue a blank title for your State Department registered vehicle. You must provide the buyer's name and address on the Application for Vehicle Title (DS-102) or we cannot issue the title.

SELLING A VEHICLE WITHIN THE DIPLOMATIC COMMUNITY (DIP-TO-DIP TRANSFER)

Depending on reciprocity, it may be more advantageous to sell your vehicle within, rather than outside, the diplomatic community. In this type of transaction, the buyer is an eligible foreign mission, mission member, or mission member's dependent. If you would like to sell your vehicle to another diplomat, we strongly recommend that you call our office for more information.

The main thing to remember is that the buyer must be an eligible accredited diplomat assigned to an eligible mission in order for the sale to be considered within the diplomatic community. If the buyer is employed at a foreign mission but is not an accredited diplomat, the sale will be treated as taking place outside of the diplomatic community.

Once you have located a buyer, the process is much the same as with selling your vehicle outside of the diplomatic community, but with two very important differences:

- First, no title will be generated for the transaction; and
- Second, the buyer will have to simultaneously submit an Application for Vehicle Registration (DS-101), in order to register the vehicle with our office.



EXPORTING A VEHICLE

Ending your tour of duty can be stressful — exporting your vehicle shouldn't be! If you choose to export your vehicle, we have a simple process for you to follow so that nothing will be overlooked at this busy time.

If your car is registered with the U.S. Department of State and reciprocity allows, you may export your vehicle from the United States. As the Department of State holds your vehicle title, we will need to transfer the title back to you in order for you to export your vehicle. The process begins — as you may have guessed — with your hard-working E-Gov account holder submitting an online Application for Title (DS-102) for export.

After the supporting documents are submitted to our office, we will notify you by fax when your title is ready. In addition to your vehicle title, we will give you a temporary export tag for your vehicle. The temporary tag is usually valid for 30 days from the day we process your title request. You must export your vehicle before the end of this 30-day period. There are certain exceptions to the 30-day rule, so contact our office to learn more.

You must return your State Department license plates, vehicle registration card, and pay any disposition surcharge (if applicable) before we will release your title and export tag. We will also give you a certified copy of the title, which you should keep inside your vehicle at all times during export, for U.S. Customs purposes.

See, that wasn't too difficult!

REMEMBER...

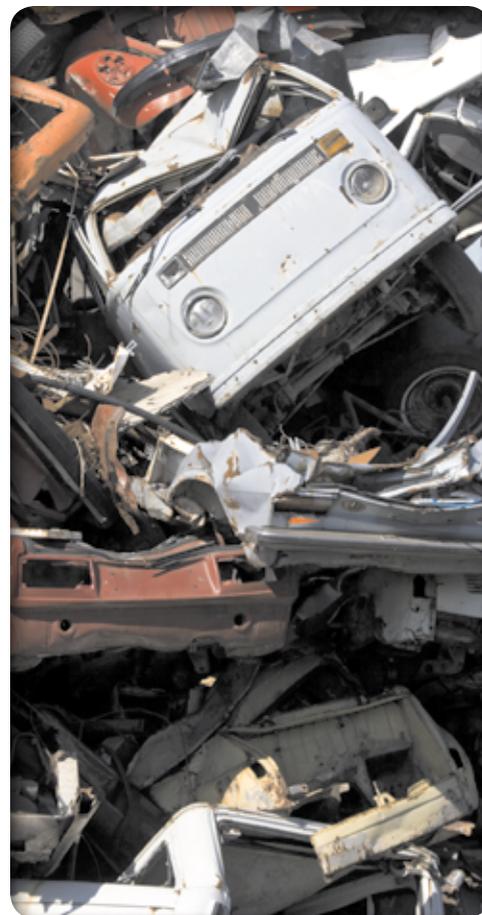
- If you took out a loan to buy your car, ask your bank or finance company to send the lien title or a lien release letter directly to our office. We must receive this document before we can issue your vehicle title.
- Depending on reciprocity agreements between the United States and your home country, you may have to pay a vehicle disposition surcharge before we can release the title. If you are required to pay a surcharge, we will calculate it for you. You must pay the surcharge with a check or money order payable to the U.S. Department of State. We do not accept cash or credit cards.
- You will also need to submit proof of insurance (see page 38) for the period of time until your vehicle is exported. This period is usually no more than 30 days after we issue your vehicle title.



DISPOSING OF NON-CONFORMING VEHICLES

So, your vehicle does not meet U.S. safety and emissions standards? It has been labeled a “non-conforming” vehicle and you don’t know what you can do with it? Never fear, we have the answers here! You have four options:

1. You may attempt to modify your vehicle to bring it into compliance with these standards, in order to sell it outside the diplomatic community. This can be a difficult and expensive process, and may not always be possible on some vehicles. You would need to present certification from the U.S. Department of Transportation and the U.S. Environmental Protection Agency that the vehicle conforms to U.S. standards, before we can issue the vehicle title to allow you to sell the vehicle.
2. You can export your vehicle if it is registered with the Department of State (see page 54).
3. If you are unable to export your non-conforming vehicle, a one-time exception may be made to allow you to transfer it to another eligible foreign mission or foreign mission member, but only if you are the original owner/importer of the vehicle. If you want to pursue this option, please call our office for more information.
4. Finally, if you never really liked the car anyway, or you don’t want to make the effort to export or sell it, you can choose to “junk” it.



JUNKING A VEHICLE

In order to junk the vehicle, ask the E-Gov account holder in your office to submit an online Application for Title (DS-102) for the purpose of junking the vehicle. The application must list as the “buyer” the name and address of a bona fide junkyard that will dispose of the vehicle.

We will notify your mission when the title is ready. In exchange for the “junk” title, you will need to give us your U.S. Department of State plates and vehicle registration.

With that, your old “clunker” is hopefully off to a better place.

PLEASE REMEMBER...

When junking a vehicle...

- You may not sell the vehicle to an individual or dealership.
- While the junkyard is listed as the “buyer,” you may not accept any payment for your vehicle, no matter how small the amount.



QUESTION:

IF I AM (OR MY DEPENDENTS ARE) INELIGIBLE FOR U.S. STATE DEPARTMENT BENEFITS, HOW DO I OBTAIN A DRIVER'S LICENSE FROM MY STATE'S MOTOR VEHICLE OFFICE?

ANSWER:

Depending on your visa status and other factors (see page 3), you or your dependents may be ineligible to receive a State Department driver's license. If this is the case, we can issue a Non-Eligibility Letter that will allow you to apply for a driver's license and other motor vehicle services through your state's motor vehicle office. To request a Non-Eligibility Letter, your mission must send a written request (on mission letterhead) to our office with your full name, date of birth, current home address, and PID Number. Typically, the letter is issued within three days. Once we have issued the Non-Eligibility Letter, you must present it at the motor vehicle facility listed on the letter. The letter is valid for 90 days from the date of issue. Please note that the letter does not exempt you from any requirements mandated by your state's motor vehicle office.



QUESTION:

MY DRIVER'S LICENSE OR NON-DRIVER IDENTIFICATION CARD WAS LOST OR STOLEN. HOW CAN I GET A NEW ONE?

ANSWER:

Losing your driver's license or non-driver identification card can be upsetting and inconvenient. Before you panic, you should know that it is very easy to replace.

1. Ask the E-Gov account holder in your office to submit an Application for Driver's License/ Non-Driver ID (DS-1972D) online.
2. After submitting the application, print the Submission Receipt, and the Photograph and Signature Card.
3. Bring all the documents to the Chicago Regional Office of Foreign Missions, along with a letter on mission letterhead stating when, where, and how the driver's license or non-driver I.D. card was lost or stolen. If you reported the loss/theft to the police, a copy of the police report will suffice.

Before you know it, you'll have your new card!

DID YOU KNOW... PHOTOGRAPHS FOR APPLICATIONS?

You can help us process your driver's license and tax exemption cards (see Chapter 6) applications quickly by submitting high-quality photographs with your application paperwork! Photos should meet these requirements:

- 5 x 5 centimeters (2 x 2 inches) in size
- Full color (no black and white photos)
- White or light background
- Taken within the last 6 months
- Applicant is facing the camera directly
- Applicant's entire face is visible, without head coverings or hats (except for religious purposes) and without sunglasses

For more information, you can call our office and request a "Photograph Requirements for OFM Documents" information sheet.



DMV QUICK TIPS

When submitting a DMV application to the Chicago Regional Office of Foreign Missions, remember to bring the following documents:

APPLICATION TYPE	REQUIRED DOCUMENTS			SUBMIT IF APPLICABLE
DRIVER'S LICENSE	E-Gov Submission Receipt	Photograph and Signature Card	Completed DMV Test Form	Copy of Current Driver's License; Notification of Change (DS-2006) (if you have moved); Letter explaining when, where and how the card was lost/stolen (if you are applying for a replacement card)
NON-DRIVER I.D.	E-Gov Submission Receipt	Photograph and Signature Card		Notification of Change (DS-2006) (if you have moved); Letter explaining when, where and how the card was lost/stolen (if you are applying for a replacement card)
VEHICLE REGISTRATION	E-Gov Submission Receipt	Original Title or Certificate of Origin	Proof of Insurance	Odometer Statement (new vehicles only)
TITLE	E-Gov Submission Receipt			Lien Release Letter (financed vehicles only) Proof of Insurance (export vehicles only)



Evening skyline of Minneapolis, Minnesota and the headwaters of the Mississippi River

CHAPTER 6



TAX EXEMPTIONS



Millennium Park, Chicago, Illinois

TAX EXEMPTIONS

Your eligibility for tax exemption benefits is based on reciprocal treatment enjoyed by U.S. mission members in your home country. Depending upon reciprocity, you may be exempt from paying state and federal taxes on gasoline, purchases and services, and home utilities (such as electricity, natural gas/heating oil, water, and telephone). This can be a very valuable benefit.

Before submitting applications for the tax exemptions described in this chapter, be sure to check with your mission's administrative staff or our office to make sure that you are eligible.





...PLEASE NOTE!

Personal and mission tax cards cannot be used to obtain tax exemption on vehicle purchases, or gasoline and utilities. Explanations of how to receive tax exemption on gasoline and utilities are provided later in this chapter. See page 39 for tax-exempt vehicle purchases.

TAX EXEMPTION CARDS

Depending on reciprocity, you could be exempt from sales tax on retail purchases (including restaurants) and hotel rooms! For ease and convenience, proof of sales tax exemption comes in the form of a tax exemption card. There are two types of tax exemption cards: personal and mission.

- Personal tax cards are issued to eligible principals and dependents, and used to obtain tax exemption on any point-of-sale purchases of goods and services by the individual.
- Mission tax cards are also issued to eligible principals who, acting in the name of the mission, make official, business-related purchases for the mission. Each mission is limited to a maximum of two mission tax exemption cards.

An eligible mission employee can hold both a personal and a mission tax exemption card at the same time. However, there is an important difference when using these cards. When purchasing items with a personal tax exemption card, you may pay with cash or your personal check or credit card. When purchasing items with a mission tax exemption card, you may only pay with a mission check or mission credit card.

Applying for either tax exemption card is easy. Ask your best friend, the E-Gov account holder in your mission, to submit an online Application for Tax Exemption Card (DS-1972T) on your behalf. You will then need to submit the required supporting documents (see “Tax Quick Tips” on page 81) within five days of the date of the E-Gov online application.

TIPS FOR HASSLE-FREE, TAX-FREE SHOPPING

- Ask the cashier if they are familiar with the Diplomatic Tax Exemption Program before completing a transaction. If they are not, ask to speak with a manager or the customer service center. Usually, an experienced cashier will know how to process your unique request. If not, our office would be happy to speak with the manager to confirm your eligibility and explain the Diplomatic Tax Exemption Program.
- Be aware that in the Midwest region, retailers and hotel operators in Indiana, Iowa, Michigan, Minnesota, and Wisconsin participate in the multi-state Streamlined Sales and Use Tax Agreement, and may require you to complete a certificate before processing your tax-exempt purchase. You are required to complete this certificate, in addition to presenting a valid tax exemption card, in the states that participate in this agreement. Call our office with any questions or concerns.
- Currently, there is no process for obtaining tax exemptions for purchases made on the Internet. Therefore, we cannot help you obtain sales tax refunds for purchases made online.





GASOLINE TAX EXEMPTION

Unless you own a fancy new electric car, you will eventually need to refill your vehicle's gas tank. Gasoline tax can really add up! That's the bad news. But the good news is that, depending on reciprocity, you may be eligible to receive a tax-exempt credit card from select oil companies for your personal or mission use!

To begin enjoying the benefits of tax-free gasoline, ask your wonderful E-Gov account holder to complete an online Application for Exemption from Gasoline Taxes (DS-99). You will need to complete a fleet/business gasoline card application from the oil company of your choice (there are several to choose from). Complete these documents for each oil company from which you wish to request a tax-exempt gasoline credit card and bring them to our office for processing. You may apply for tax-exempt gasoline credit cards from as many oil companies as you wish, but keep in mind the decision to issue a gasoline card is up to the gasoline company. If your application is approved by the oil company, it normally takes 6-8 weeks to receive your tax-exempt credit card, which will be sent to you directly from the company. If your application is not approved, you should receive a denial letter from the oil company.

Gasoline companies issue a credit card based on a variety of factors, including your personal credit history. The Office of Foreign Missions cannot influence a gasoline company's decision on whether or not to issue a tax-exempt gasoline credit card. However, we will do everything we can to make sure that the gasoline company gives you a response to your application.

UTILITY TAX EXEMPTION

Even at your home, there are taxes (depending on reciprocity) that you may be exempt from paying. All major utilities, including electricity, land-line and mobile phone service, heating gas, and cable television companies charge taxes for their services. At times, you may see fees and surcharges listed on your bill. These charges are for services (not taxes), and therefore must be paid.

But what about the taxes? These taxes will vary from city to city, and company to company, but they cannot be avoided. Or can they? Another great benefit you may be eligible for, depending on reciprocity, is utility tax exemption.

Just have your very important E-Gov account holder complete an online Application for Exemption from Utilities Taxes (DS-98) on your behalf for each utility company from which you are eligible to seek a tax exemption. See “Tax Quick Tips” on page 81 for the documents you will need to submit to our office.

...PLEASE NOTE!

The name entered on the DS-98 application must match the name on the bill from the utility company AND the billing address must match the individual's address in the Office of Protocol records.

RENEWING YOUR TAX EXEMPTION CARD



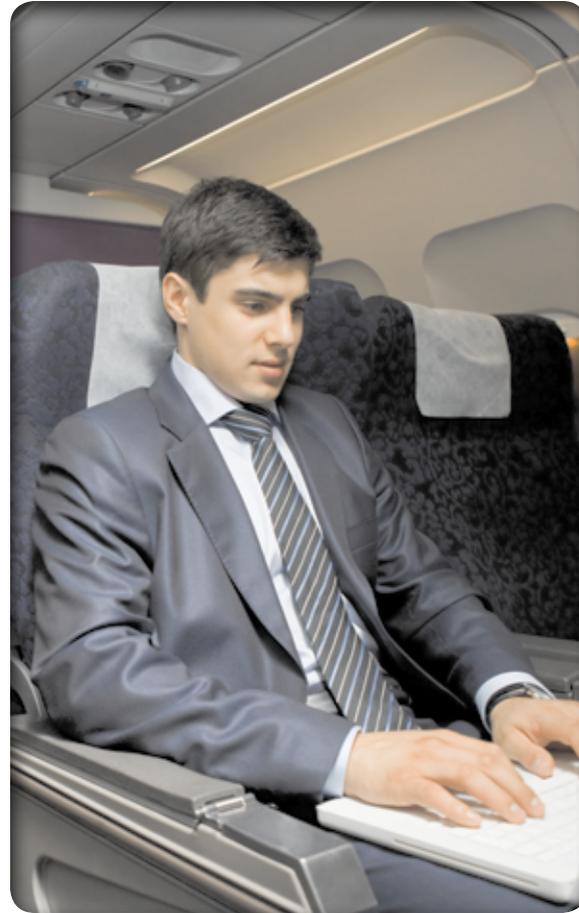
You will want to note the expiration date on your personal and/or mission tax exemption card. Don't worry, renewing it is easy!

You can apply to renew your card even before it expires, beginning on the first day of the month in which it expires. For example, if your tax card expires on July 31st, your cooperative E-Gov account holder can submit your tax card renewal request on July 1st. He or she simply submits an online Application for Tax Exemption Card (DS-1972T) to renew your card(s). Again, make sure that all required supporting documents (see “Tax Quick Tips” on page 81) are submitted to our office within three days of the date of your online E-Gov application. Once we receive your complete and correct application, we will be able to process your request.

RECEIVING AIRLINE TAX EXEMPTION

Are you wondering if you will receive the benefit of tax exemption when purchasing airline tickets? In most cases, you will! You are exempt from some taxes and fees on airline ticket purchases, but not all of them.

Unfortunately, certain fees are misleadingly labeled “taxes.” In these cases, you will need to pay these fees for services. Be sure to ask your ticketing agent if he or she is familiar with how to enter diplomatic tax-exempt status when creating your ticket. Keep in mind when planning your purchase that you cannot receive tax exemption when you buy an airline ticket on the Internet. Enjoy your trip!



QUESTION:

I APPLIED FOR UTILITY TAX EXEMPTION THROUGH OFM, BUT I AM STILL NOT RECEIVING THE EXEMPTION. WHAT SHOULD I DO?

ANSWER:

It can be frustrating to see taxes continuing to appear on your bills after you submit your applications for exemption to our office. Within 60 days of submitting your application, you will receive a fax from our office asking if the taxes have been removed from your utility bill. Please respond to this fax to either confirm the taxes have been removed or inform us they have not been removed.

If the taxes have not been removed, our office will follow up with the utility company. If taxes still appear on your bill after two billing cycles, please fax a copy of your complete bill to our office at (312) 353-5768. We know tax exemption benefits are an important part of your stay here in the United States. We will do everything we can to help you take advantage of the utility tax exemption program!



QUESTION:

I APPLIED FOR A TAX EXEMPT GASOLINE CREDIT CARD A FEW WEEKS AGO, BUT I STILL HAVEN'T RECEIVED MY CARD IN THE MAIL. WHAT SHOULD I DO?

ANSWER:

We know you are anxious to take advantage of gasoline tax exemption. Normally it takes 6-8 weeks to receive a reply from the gasoline company after you submit an Application for Exemption from Gasoline Taxes (DS-99) to our office. Within 60 days of submitting your application, you will receive a follow-up fax from our office asking if you received your tax-exempt credit card.

Please reply to this fax so we can follow up with the gasoline company if you haven't received your card yet.



QUESTION:

I LOST MY TAX EXEMPTION CARD. HOW CAN I GET A REPLACEMENT?

ANSWER:

Before you panic, check your home, office, and car to try to locate your card. If you cannot locate your card, ask the E-Gov account holder at your office to submit an application for a replacement tax card (using form DS-1972T).

With the other supporting documents (see "Tax Quick Tips" on page 81), include a letter written on mission letterhead with the official mission seal describing where, when, and how the card was lost or stolen. Submit all these documents to our office.

Applications for replacement cards will be held for 30 days after you submit your documents to the Office of Foreign Missions, to allow time for the card to be found. After 30 days, if you have not found your tax exemption card, we will process your application and you will receive a replacement card.

QUESTION:

WHAT SHOULD I DO IF A VENDOR DOES NOT RECOGNIZE MY PERSONAL OR MISSION TAX EXEMPTION CARD?

ANSWER:

You may encounter someone who does not recognize your tax exempt status at some point during your tour. First, show the store manager the pamphlet you received with your personal or mission tax exemption card that explains how the Diplomatic Tax Exemption Program works. If you have misplaced that pamphlet, just call our office and we will provide you with another one.

If the manager has further questions, please contact our office. Tell us the manager's name, the name of the store, company, or hotel, and the telephone and fax numbers. We will contact the vendor or hotel and explain the Diplomatic Tax Exemption Program. We will also send "The Diplomatic Customer" brochure, which is a guide to assist merchants with tax exempt purchases made by foreign diplomatic and consular personnel.

We want to make it easy to use your tax exemption card. If there is anything we can do to assist you when you are making a purchase, please let us know!



DID YOU KNOW...SOCIAL SECURITY NUMBERS?

During your tour here in the Midwest region, you'll set up utility services at home, open a checking account, and perhaps register your children for school, or even file a tax return. You may be asked for a Social Security Number when you try to obtain these or other common benefits or services (although banks, schools, and other organizations cannot require that you or your dependents have a Social Security Number).

Fortunately, you may be eligible to apply for one if you work at a foreign mission and hold an A-1 or A-2 visa. Mission dependents can also obtain a Social Security Number if they are authorized by the Department of Homeland Security to work in the United States!

For more specific questions or information about the application process, visit www.ssa.gov or call the Chicago Regional Social Security Administration Office (see page 15).



The Walker Art Center in downtown Minneapolis, Minnesota

TAX QUICK TIPS

When submitting an application for tax exemption to the Chicago Regional Office of Foreign Missions, remember to bring the following documents:

APPLICATION TYPE	REQUIRED DOCUMENTS		SUBMIT IF APPLICABLE
MISSION TAX CARD	E-Gov Submission Receipt	Photograph and Signature Card	Letter explaining when, where, and how the card was lost/stolen (if you are applying for a replacement card)
PERSONAL TAX CARD	E-Gov Submission Receipt	Photograph and Signature Card	Letter explaining when, where, and how the card was lost/stolen (if you are applying for a replacement card)
UTILITY TAX EXEMPTION	You do not need to submit any supplemental documents when you apply for utility tax exemption. Apply online only.		
GASOLINE TAX EXEMPTION	E-Gov Submission Receipt	Gasoline company business/fleet application	



The Chicago Water Tower

CHAPTER 7



**OUR PARTNER IN
WASHINGTON, D.C.**



Aerial view of the National Mall in Washington, D.C.

THE OFFICE OF PROTOCOL

As mentioned earlier in this book, the Office of Protocol located in Washington, D.C., is an important office that provides services different from those provided by Chicago OFM. Both of our offices work together to serve you. This section contains more information about the Protocol Office.

NOTIFICATION OF APPOINTMENT

...REMEMBER!

Dependents must also be notified to the U.S. Department of State, even if they arrive after the principal (see page 89 for more information). This also includes dependents who are U.S. citizens or permanent residents.

Before you begin work at your mission, the U.S. Department of State must be notified of your arrival. The E-Gov account holder in your office will have to submit a Notification of Appointment (DS-2003 or DS-2004) to the Office of Protocol in Washington, D.C. Most likely this has already been done, but just to be sure, confirm with your E-Gov account holder. When you are notified to the State Department, you will be given a Personal Identification (PID) Number that will allow you to submit other applications for privileges such as vehicle registration, a driver's license, and tax exemption as determined by reciprocity!

CONSULAR I.D. CARD RENEWAL

You will receive, if you have not already, a consular identification (I.D.) card from the Office of Protocol. If you have a consular I.D. card which is expiring soon, you may be wondering how to renew it. The solution is simple — complete a paper copy of the Notification of Change (DS-2006). You may need to ask for assistance from your E-Gov account holder, or you can contact our office for help. You must include a recent, passport-sized photograph with your renewal application. Send the renewal application directly to the Office of Protocol, which will issue you a new card. Contact information for the Office of Protocol is located on page 13.

U.S. Department of State		OMB APPROVAL NO. 1405-0105 EXPIRATION DATE: 08-31-2012 ESTIMATED BURDEN: 9 MINUTES *	
 NOTIFICATION OF CHANGE IDENTIFICATION CARD REQUEST (SUPPLEMENTAL TO DS-2003, DS-2004, DS-2005)			
To: Secretary of State, Attention - Office of Protocol			
1. Principal's Full Name			
(a) Surname (<i>Last</i>)	(b) Given Name (<i>First</i>)	(c) Middle	(e) Suffix
2. Personal Identification Number (<i>PID</i>) If Available	3. Title or Position	4. Date of Birth (<i>mm-dd-yyyy</i>)	
5. Country and Type of Mission	6. Location (<i>City</i>) (State)	7. Visa Status	
Please check appropriate item(s) and provide information, as specified in instructions, in the remarks area. Incomplete forms will be returned.			



TERMINATING YOUR TOUR OF DUTY

As you prepare to head off to your next post in a new and exciting city or country, don't forget to tie up loose ends with the Office of Protocol and the Chicago Regional Office of Foreign Missions! To ensure that the end of your tour in the United States is reflected in U.S. Department of State records, please ask the E-Gov account holder in your office to submit a Notification of Termination (DS-2008) online.

Forward your termination paperwork from E-Gov to the Office of Protocol in Washington, D.C., and include your consular I.D. card. Your vehicle plates, vehicle registration card, driver's license or non-driver I.D. card, and your tax exemption card(s) must be returned to the Chicago Regional Office of Foreign Missions.

For information on obtaining a copy of your driving record, please call our office. For information on submitting an application for vehicle title, please see page 50. For questions on visas and work authorization, see the contact information on pages 16 or 23.

We wish you the best of luck as you transition to your new post. If there is anything we can do to assist you, feel free to give us a call!

**QUESTION:**

WHERE CAN I FIND MY PERSONAL IDENTIFICATION (PID) NUMBER?

ANSWER:

Your PID Number is a unique eight-digit number printed on your driver's license, tax exemption card, and consular I.D. card. If you just arrived and do not have any of these documents yet, have the E-Gov account holder in your office check online to see if your PID Number is posted in the "Remarks" section of your Notification of Appointment (DS-2003 or DS-2004). If you cannot locate your PID Number online, please call our office at (312) 353-5762 for assistance.

**QUESTION:**

MY DEPENDENTS ARRIVED AFTER I STARTED MY TOUR— WHO SHOULD I NOTIFY?

ANSWER:

It must be a very exciting time for you now that your spouse, children, or other dependents have arrived at your post in the United States! The Office of Protocol handles notifications for dependents' arrival. It is important that you follow these steps to make sure your dependents are properly notified to the U.S. Department of State:

1. Fill out a paper copy of the Notification of Change (DS-2006) form.
2. Fill out a paper copy of the Notification of Dependents (DS-2007) form, adding your recently arrived family members as dependents.
3. Forward copies of the visa, I-94 (front and back), and passport of yourself and all family members.
4. Forward one passport-size colored photograph of your spouse and dependent children ages 16-21 who are eligible for consular I.D. cards.
5. Mail forms to the U.S. Department of State's Office of Protocol in Washington, D.C.

QUESTION:

I JUST GOT MARRIED— DO I NEED TO NOTIFY ANYONE?

ANSWER:

If you or a dependent previously notified to the Department of State gets married, complete a paper copy of the Notification of Change (DS-2006) form. If your new spouse is arriving from a different country, don't forget to also complete a Notification of Dependents (DS-2007), which is also only available in paper format, and submit to the Office of Protocol in Washington D.C.

WONDERING WHERE TO FIND THE NECESSARY FORMS?

Call the Chicago Regional Office of Foreign Missions at (312) 353-5762 to request a paper copy of forms DS-2006 (Notification of Change) and DS-2007 (Notification of Dependents) if you do not have them on file at your mission. We will be happy to fax them to you!

CHAPTER 8



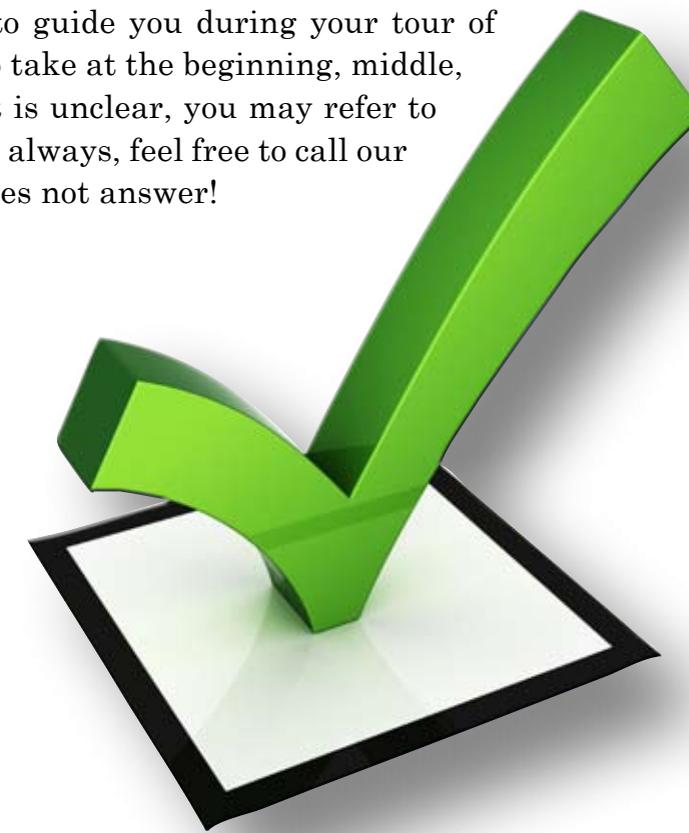
CHECKLISTS



Alexander Calder's "The Flamingo" at Federal Plaza, Chicago, Illinois

CHECKLISTS

The following pages contain helpful checklists to guide you during your tour of duty. The checklists are separated into actions to take at the beginning, middle, and end of your tour. If an item on the checklist is unclear, you may refer to the page numbers listed for more information. As always, feel free to call our office with any questions that this publication does not answer!





The Museum of Science and Industry, Chicago, Illinois

BEGINNING YOUR TOUR CHECKLIST

	PAGE
<input type="checkbox"/> Verify correct visa (A-1 or A-2) for you and your dependents	3
<input type="checkbox"/> Verify Notification of Appointment submitted to the Office of Protocol in Washington, DC	4
<input type="checkbox"/> Verify receipt of Personal I.D. Number (PID)	4
<input type="checkbox"/> Receive household goods	21
<input type="checkbox"/> Request approval for government owned/leased residence	29
<input type="checkbox"/> Apply for driver's license	34
<input type="checkbox"/> Register your motor vehicle	39
<input type="checkbox"/> Apply for personal tax exemption card (if applicable)	67
<input type="checkbox"/> Apply for tax exempt gasoline card (if applicable)	71
<input type="checkbox"/> Apply for utility tax exemption (if applicable)	72



Evening skyline of Chicago, Illinois from Lake Michigan

DURING YOUR TOUR CHECKLIST

	PAGE
<input type="checkbox"/> Order duty-free goods from a bonded warehouse	22
<input type="checkbox"/> Renew your vehicle insurance and notify Chicago OFM	46
<input type="checkbox"/> Renew your driver's license	48
<input type="checkbox"/> Renew your personal tax exemption card	73
<input type="checkbox"/> Renew your consular identification (I.D.) card	86



The Field Museum, Chicago, Illinois

ENDING YOUR TOUR CHECKLIST

	PAGE
<input type="checkbox"/> Sell your vehicle OR...	51 – 53
o Export your vehicle	54
o Junk your vehicle	57
<input type="checkbox"/> Submit a Notification of Termination	87
<input type="checkbox"/> Return Department of State documents	87



Wrigley Field, proud Home of the Chicago Cubs

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