



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

Authorization of Tax Exemption for the Acquisition of Motor Vehicles

The Department of State has revised the policies and procedures associated with requesting and obtaining a tax exemption on purchases or leases of official or personal motor vehicles by eligible foreign missions and their members in the United States. A “motor vehicle” is defined as any self-propelled vehicle, including but not limited to automobiles, motorcycles, boats, and aircraft.

The exemption of sales and use taxes imposed on purchases or leases of motor vehicles in the United States is solely authorized via the issuance of a *Motor Vehicle Tax-Exemption Letter* by the Department’s Office of Foreign Missions (OFM) to the seller or lessor of such motor vehicle. OFM will not issue *Motor Vehicle Tax-Exemption Letters* to foreign missions or their accredited members. **Note that *Diplomatic Tax Exemption Cards* are not valid for exemption from taxes imposed on purchases of motor vehicles.**

Therefore, prior to finalizing a purchase or lease of a motor vehicle, all missions and their accredited members must instruct the seller/lessor to directly contact OFM during normal business hours to request the issuance of a Motor Vehicle Tax-Exemption Letter.

Motor vehicle sellers/lessors may make such requests by electronic mail or telephone.

Sellers/lessors in Maryland, Virginia, or the District of Columbia should direct requests to OFMTaxCustoms@state.gov or (202) 895-3500, x2. Sellers/lessors outside this area should direct requests to the nearest OFM Regional Office:

- Chicago: OFMCGCustomerService@state.gov or (312) 353-5762
- Houston: OFMHOCustomerService@state.gov or (713) 272-2865
- Los Angeles: OFMLACustomerService@state.gov or (310) 235-6292

- Miami: OFMMICustomerService@state.gov or (305) 442-4943
- New York: OFMNYCustomerService@state.gov or (646) 282-2825
- San Francisco: OFMSFCustomerService@state.gov or (415) 744-2910

Sellers/lessors must provide the following information to OFM:

1. The seller/lessor's name, mailing address, and telephone and fax numbers;
2. The color, year, make, and model of the motor vehicle that the mission or accredited mission member is planning to acquire; and
3. For **official** motor vehicles: the name of the foreign mission that is purchasing or leasing a motor vehicle; or
4. For **personal** motor vehicles: the name (as it appears on their current "A series" visa) of the accredited mission member or their dependent who is purchasing or leasing a motor vehicle, the name of the foreign mission to which the individual is assigned, and the individual's Department-issued Personal Identification Number (PID). (Note that individuals must present proof of accreditation to the seller/lessor – i.e., valid passport which contains their current "A series" visa, or Department-issued protocol identification card, or Department-issued driver's license, or Department-issued Diplomatic Tax Exemption Card.)

OFM strives to transmit *Motor Vehicle Tax-Exemption Letters* to the requesting seller/lessor by either electronic mail or facsimile within two hours of receiving the request.

Sellers/lessors are required to send all original ownership documents directly to OFM so that the motor vehicle can be properly registered and titled.

Information concerning OFM's Diplomatic DMV or Tax Programs is available at <http://www.state.gov/ofm/>.