

13-182

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to inform foreign missions and their personnel of the revised procedures concerning their submission of Form DS-1504, *Request for Customs Clearance of Merchandise*, to the Office of Foreign Missions (OFM).

The missions are reminded that, with the exception of properly labeled diplomatic pouches, all imports, including motor vehicles, which are consigned to foreign missions or their members in the United States must be authorized for entry into the United States by using Form DS-1504.

Effective immediately, OFM will no longer accept paper copies of Form DS-1504. Foreign missions and their eligible personnel located throughout the United States must use the following procedures for requesting customs clearance of merchandise:

- The mission must complete Form DS-1504 according to the instructions at <http://www.state.gov/ofm/customs/1504>.
- The mission will scan the form and supporting documents into a single PDF document, attach it to an e-mail message, and send it to OFM.

- Foreign missions located in Washington, D.C., Maryland, or Virginia must send the e-mail to OFMimports@state.gov.
- Foreign missions outside of the Washington, D.C. region must send the e-mail to the appropriate OFM Regional Office:
 - OFM Chicago – OFMCGCustomerService@state.gov
 - OFM Houston – OFMHOCustomerService@state.gov
 - OFM Los Angeles – OFMLACustomerService@state.gov
 - OFM Miami – OFMMICustomerService@state.gov
 - OFM New York – OFMNYCustomerService@state.gov
 - OFM San Francisco – OFMSFCustomerService@state.gov
- When OFM determines that a request is entitled to diplomatic and consular importation privileges, it will print and stamp the form in the box marked “U.S. Department of State Approval.”
- OFM will scan one copy of the certified Form DS-1504, supporting documents, and a cover letter into a single PDF document and e-mail it back to the sender.
- The mission or consignee must print the attachment and bring it to the U.S. Customs and Border Protection port of clearance.

Questions or concerns with respect to these new procedures may be directed to OFM's Office of Diplomatic Property, Taxes, Services and Benefits Program by telephone at (202) 895-3500, extension 2, or by e-mail at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

Information concerning OFM's Regional Offices, which are located in Chicago, Houston, Los Angeles, Miami, New York, and San Francisco, is available at www.state.gov/ofm/ro/.

Department of State,

Washington, April 2, 2013.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.