

16-1204

The Secretary of State presents his compliments to Their Excellencies, and Messieurs and Mesdames the Chiefs of Mission and has the honor to inform them that the Department's Office of Foreign Missions (OFM) will soon begin mailing diplomatic, official, and consular identification cards for personnel and dependents, with exceptions described below.

Each card will be delivered via the U.S. Postal Service to the mission address to which the individual is assigned, generally within five business days of OFM's approval of the request.

OFM expects to begin this new delivery procedure with new and renewal cards issued on or about September 1. Cards issued prior to September 1 will be available for pickup at the OFM Customer Service Center at 3507 International Place NW in Washington.

Requesting New and Renewal ID Cards

This new delivery procedure does not affect how missions request new and renewal identification cards. Once OFM approves a request to issue a new or renewal identification card, the card will be printed and mailed directly to the mission, rather than being available for pickup at the OFM Customer Service

Center in Washington. Missions should not request a renewal identification card unless the individual's current card is due to expire within 60 days.

ID Cards Managed by the Office of the Chief of Protocol

Protocol will coordinate with embassies for the pickup of identification cards issued to bilateral Chiefs of Mission, Heads of Delegation, *Charges d'affaires*, Deputy Chiefs of Mission, and their dependents.

ID Cards Managed by the U.S. Mission to the United Nations

This new delivery procedure will also not affect identification cards issued to individuals assigned to the United Nations or a Permanent Mission to the United Nations, and their dependents, which will continue to be available for pickup at the U.S. Mission to the United Nations in New York.

Missions should direct any questions to OFM-Accreditation@state.gov.

Department of State,

Washington, August 4, 2016.

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