

04-21

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and takes this opportunity to reacquaint the Chiefs of Missions with certain reporting requirements regarding motor vehicle, aircraft and vessel insurance. The Department refers to the Foreign Missions Act, 22 United States Code 4303a, “the Act”) which requires the head of each foreign mission to transmit to the Director of the Office of Foreign Missions, on an annual basis, a written report of third-party liability insurance coverage for all motor vehicles, aircraft and vessels registered in the United States to missions, members of missions, and the families of mission members.

The Department currently sends quarterly to all missions, notices of expired insurance on all mission and personal vehicles. Additionally, monthly-expired insurance notices are sent on all vehicles with expired insurance requiring renewal of registration. The Department takes this opportunity to remind missions of the importance of ensuring that insurance is timely renewed.

Since the Department already requests such insurance information with respect to motor vehicles regularly, the Department requests the following information only with respect to aircraft and vessels at this time:

1. the jurisdiction in which each aircraft or vessel is registered,
2. the name of the insured,
3. name of insurance company and
4. policy number and extent of insurance coverage.

The Department requests that each embassy provide this information to the Office of Foreign Missions by March 15, 2004. Any mission that does not own or possess aircraft or vessels, and whose personnel do not own or possess any aircraft or vessels, should provide written notification to the Department indicating such information.

Department of State,  
Washington,

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