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The Secretary of State presents her compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and takes this opportunity to inform the Chiefs of Mission of changes concerning the reporting requirements regarding motor vehicle insurance. The Department refers to Diplomatic note No. 87-683, which announced measures to ensure that all mission- and personally-owned vehicles maintain applicable federally-mandated levels of liability insurance at all times.

Effective January 1, 2013, OFM in Washington, D.C. will only accept “Certificates/Proofs of Insurance” via electronic mail at [OFMDMVInsurance@state.gov](mailto:OFMDMVInsurance@state.gov). OFM will no longer accept proofs of insurance submitted by facsimile, via the U.S. Postal Service, or delivered by hand to the OFM Customer Service Center. The Certificate of Insurance E-mail must be submitted by the diplomatic mission’s administrative officer or his/her representative; OFM will no longer accept proofs of insurance submitted by insurance companies or from policy holders.

Missions are reminded that “Certificates of Insurance” are to be issued by the policyholder’s insurance company, and must include: the name of the insured;

the vehicle make, model, and year; the Vehicle Identification Number (VIN); the policy's beginning and ending date; and the limits of coverage.

If the vehicle belongs to a mission member the principal's Department-issued Personal Identification Number ("PID") and the motor vehicle registration number (and associated diplomatic license plate) must be prominently written on the certificate of insurance document.

If the vehicle is mission-owned, the administrative officer need only write the motor vehicle registration number on the insurance policy prior to e-mailing it to OFM/DMV. The "Certificate/Proof of Insurance" should be scanned, saved as a ".pdf" file, and attached to the E-mail that is submitted to

[OFMDMVInsurance@state.gov](mailto:OFMDMVInsurance@state.gov). The E-mail subject line should include the policy holder's PID, name, country, and motor vehicle registration number.

Missions outside of Washington, D.C. should follow procedures provided by their OFM Regional Office. Contact details for each OFM regional office are located at <http://www.state.gov/ofm>.

Please direct any questions to the OFM Customer Service Center at 202-895-3682.

Department of State,



Washington, December 18, 2012.