



United States Department of State

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

**Diplomatic Tax Exemption for Motor Vehicles
(Including Motorcycles, Boats, and Trailers)**

If you are a seller or lessor of a vehicle, and a foreign mission, mission member or dependent has requested a tax exemption on the purchase or lease, you must contact the Department of State's Office of Foreign Missions (OFM) for authorization. OFM will only issue a letter directly to the seller/lessor, and not to the purchaser. Diplomatic tax exemption cards are **not** valid for vehicle purchases or leases.

E-mail OFMTaxCustoms@state.gov or call (202) 895-3500 x2 and request a motor vehicle tax exemption letter. (If you contact OFM outside of normal business hours, we will respond the next business day.) You will need to provide the following information:

- Seller/lessor's name, mailing address, and phone number;
- Seller/lessor's fax number or e-mail address, depending on how you want to receive the letter from OFM;
- Color, year, make, and model of the vehicle being purchased/leased; and
- For *official* vehicles: the name of the foreign mission that is purchasing or leasing a vehicle; or
- For *personal* vehicles: the name of the mission member or their dependent who is purchasing or leasing a vehicle, the name of the foreign mission to which the individual is assigned, and the individual's Department-issued Personal Identification Number (PID). (Be sure to review their Department-issued identification card or Department-issued driver's license for this information.)

A letter may be issued in the name of a dependent, if the dependent is listed on the bill of sale, but the principal must also be listed on the bill of sale because the vehicle will be registered under the principal with OFM. Sellers and lessors are required to follow the instructions in the letter and send all original ownership documents directly to OFM so that the vehicle can be properly registered and titled with the Department.

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