

15-1169

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to restate and enhance the Department's policy concerning its imposition of certain fees associated with the Department's provision of privileges to eligible foreign missions and their members in certain instances where additional demands are placed upon the Department's resources.

This note replaces the Department's circular diplomatic note No. 94-202, dated August 12, 1994, concerning this subject.

The majority of the members of the foreign mission community abide by the Department's requirements associated with the provision of privileges and benefits by the Office of Foreign Missions (OFM). However, situations where such requirements are not followed require OFM to devote significant amounts of time and resources to ensure appropriate corrective actions are taken. Furthermore, the reissuance of valid OFM products and documents generates an additional expense in terms of staff resources and production costs.

Therefore, it is the Department's longstanding position that those missions and their members who create additional resource demands by failing to comply

with the Department's policies and the relevant laws and regulations of the United States, or request the replacement or reissuance of OFM-issued products or documents that are lost, damaged, or need to be corrected with a deliverable address should bear an appropriate portion of the cost associated with resolving such matters.

### **Failure to Comply with Licensing and Vehicle Registration Requirements**

The Missions are reminded that OFM is the exclusive driver's licensing and motor vehicle registration and titling authority in the United States for foreign missions, members of foreign missions, and their families who enjoy immunity from legal process.

Therefore, for any foreign mission or mission member or dependent who, contrary to the Department's requirements, obtains or maintains a driver's license or vehicle registration from one of the 50 states, the District of Columbia, or any territory governed by the United States, OFM will issue a Department of State driver's license or registration (including the associated license plate, registration card, and decal) only upon payment of a service fee of **\$100** for each vehicle being registered and for each individual being issued a driver's license.

## **Replacement of Lost or Damaged Documents**

In the event of loss of or damage to the following OFM-issued documents, OFM will issue a replacement document only upon payment of a service fee of **\$25** for each document replaced:

- Motor Vehicle Registration Card
- Registration Decal
- License Plate
- Driver's License
- Non-Driver Identification Card
- Motor Vehicle Title
- Tax Exemption Card
- Diplomatic, Official, or Consular Identification Card

For any License Plates, Driver's Licenses, Non-Driver Identification Cards, Tax Exemption Cards, or Diplomatic, Official, or Consular Identification Cards that were reported to law enforcement as stolen, OFM will waive the replacement service fee when a copy of the related police report accompanies the replacement application(s).

## **Corrections to OFM-Issued Document**

If a mission or member provides an incorrect address which causes the OFM-issued document to be undeliverable, OFM must be notified of the correct address to ensure that OFM-issued documents will be successfully delivered to their intended recipient.

If a mission or member requests the replacement of the following OFM-issued documents due to an incorrect address, OFM will reissue the document only upon payment of a service fee of **\$25** for each document reissued:

- Motor Vehicle Registration Card
- Driver's License
- Non-Driver Identification Card
- Motor Vehicle Title
- Tax Exemption Card
- Diplomatic, Official, or Consular Identification Card

## **Changes to Motor Vehicle Titles**

Once a Department of State motor vehicle title has been issued, OFM will charge a **\$25** reprocessing fee to change information listed on the title, such as a new buyer or a correction to the buyer's name or address.

## **Failure to Timely Transfer or Export Vehicles at the End of an Assignment**

All foreign mission members who are required to register and title their motor vehicles with OFM are required to return their Department-issued license plates to OFM within 30 days of the termination of their assignment.

Therefore, a **\$100** non-compliance fee will be assessed on all applications submitted to OFM concerning either the sale/transfer of a motor vehicle or the issuance of an export title received after the referenced 30-day grace period.

The Chiefs of Mission are requested to communicate this important information to all mission personnel and their family members throughout the United States. Missions may direct any questions in this regard to OFM by telephone at (202) 895-3500, by electronic mail at [ofmdmvinfo@state.gov](mailto:ofmdmvinfo@state.gov) for OFM/DMV issues, or at [OFMTaxCustoms@state.gov](mailto:OFMTaxCustoms@state.gov) for tax exemption card issues, or at [OFM-Accreditation@state.gov](mailto:OFM-Accreditation@state.gov) for identification card issues, or in any case to the nearest OFM Regional Office. Information concerning OFM's Regional Office is available at [www.state.gov/ofm/ro/index.htm](http://www.state.gov/ofm/ro/index.htm).

Department of State,

Washington, November 3, 2015

