



United States Department of State

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

August 14, 2018

## NOTICE

### Vehicle Title Policies and Procedures

The Office of Foreign Missions (OFM) wishes to reaffirm its longstanding policies regarding motor vehicle ownership and/or title transfer to new owner(s) by foreign missions and their members in the United States.

Since the inception of OFM's Motor Vehicle Program (OFM/DMV), OFM/DMV has retained the titles to vehicles registered with it (until such time as the vehicles are to be sold or exported) in order to ensure, among other things, that the vehicles are not registered with any U.S. State jurisdictions (thereby circumventing the insurance mandate); and that the diplomatic license plates (which are the property of the United States Government) are returned to OFM upon sale, transfer, or export of an OFM-registered vehicle.

OFM/DMV reminds missions and mission members, in cases where a vehicle is to be sold, transferred, salvaged, traded-in, returned to the lessor, or junked, and the mission or mission member has obtained its title from OFM/DMV, that the title process is **not complete until the mission or mission member signs the title and surrenders it to the buyer or lessor (or dealership.)** Please be aware that it is the sole responsibility of the mission or mission member to complete the titling process by surrendering the vehicle title to the buyer or lessor.

Missions and mission members who follow this policy facilitate ownership transfer by reducing the likelihood of processing delays from OFM/DMV and/or the holding company. This is especially important as it is often a last step in changing or terminating a tour of duty. Please visit [www.state.gov/ofm/dmv/registration/title/index.htm](http://www.state.gov/ofm/dmv/registration/title/index.htm) for specific steps regarding how to request a vehicle title.

Missions are requested to thoroughly disseminate this information to all mission personnel and their family members throughout the United States. Any questions may be referred to [OFMDMVInfo@state.gov](mailto:OFMDMVInfo@state.gov) or 202-895-3682.