18-1750

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission, and wishes to inform all Missions of the revised policies and procedures concerning the submission of the Department's Office of Foreign Missions (OFM) driver's license, non-driver identification card, and motor vehicle record applications.

The Department's current procedure for applying for an OFM driver's license or non-driver identification (NDI) card as outlined in the Department's Circular Note No. 15-1193, dated November 18, 2015 (https://www.state.gov/documents/organization/249869.pdf) is that the eGov account holder must submit all supporting documents (*e.g.,* signature card, supplemental form, foreign driver's license, etc.) to OFM via email prior to the transaction being accepted. The Department is pleased to announce that, for the convenience of the Missions and in accordance with our efforts to streamline our procedures, beginning January 2, 2019, OFM will no longer require an application for driver's license or NDI card submitted via eGov to be accompanied by an email as required in the above referenced circular. Instead, Missions will be required to upload all supporting documents into eGov during the application submission process. Additionally, driver's licenses will now include the applicant's eye color, so please ensure the eye color provided to OFM on the eGov application is correct.

Missions also are informed that, in an effort to better serve the foreign mission community and as a way to reduce the amount of time between a driver's license application being accepted by an OFM processor and the permanent driver's license being received by the applicant in the mail, OFM will begin issuing, via electronic mail, a temporary driver's license. This temporary license will be emailed almost immediately to applicants at the email address provided upon OFM's acceptance of a driver's license application and will be valid for thirty (30) days. The email address provided on the application must belong to the applicant and not to the mission's point of contact (POC). Any applications received by OFM that include an email address belonging to a POC will be returned to mission for correction.

The temporary license should be used solely as a means of legally operating a motor vehicle until the permanent OFM driver's license is received by the applicant via the United States Postal Service mail. The temporary license will be sent from OFM's eGov Help Desk as a "PDF" attachment accompanied by an instructional email that explains the purpose of the temporary license. Mission members who receive this temporary driver's license are requested to sign the document in accordance with the email's instructions. For the Chiefs' of Mission awareness, a sample temporary OFM driver's license is enclosed with this note. Please note the highlighted portion where applicants are required to sign.

OFM also wishes to inform the Chiefs of Mission of changes to the so-called "Motor Vehicle Record" (MVR), the document OFM provides upon request to foreign mission members that details the status of a driver's license, as well as any moving

violations or accident involvement, if applicable. Chiefs of Mission are informed that the MVR will now be referred to as a "Driver History Record" or DHR. Missions are informed that, effective January 2, 2019 the email address to which requests are to be submitted is OFMDMVDHR@state.gov. The procedures to request a driver history record remain unchanged – each request must include the applicant's full name, date of birth, and personal identification number (PID). For the convenience of the missions, an updated list of OFM's Diplomatic Motor Vehicle Office email addresses is attached to this note.

The Department requests that Chiefs of Mission ensure this information is thoroughly disseminated to all mission members at their Embassies and Consulates. Missions may direct any questions regarding this matter to OFM's Office of Diplomatic Motor Vehicles either by electronic mail to OFMDMVInfo@state.gov or by telephone at 202-895-3500.

Enclosures:

As stated.

Department of State,

Washington, November 19, 2018.

OFM
OFFICE OF FOREIGN MISSIONS
US DEPARTMENT OF STATE

NOT A VERIFIED IDENTIFICATION

TEMPORARY DRIVER'S LICENSE

1234-5678-01   CLASS: C   ENDORS: 0

ISSUED: 01/05/2018   EXPIRES: 02/05/2018

AMANDA DIPLOMAT   SEX: F   EYES: BRO
3507 INTERNATIONAL PL NW   HEIGHT: 5'-04" DOB: 01/01/1975
WASHINGTON DC 20008   RESTR: X - CORRECTIVE LENSES

THIS LICENSE IS ISSUED AS A LICENSE TO DRIVE A MOTOR VEHICLE;
IT DOES NOT ESTABLISH ELIGIBILITY FOR EMPLOYMENT, VOTER
REGISTRATION, OR PUBLIC BENEFITS.

Applicants should sign here.

X_____
        Licensee's Signature

Any incidents, citations, or inquiries involving the licensee should be
directed to (202) 895-3521 between 8 a.m. and 5 p.m. EST. All other
times call (571) 345-3146 or toll free (866) 217-2089. Email citations
or reports to OFMDMVEnforcement@state.gov or fax to (202)895-3646.

OFM DMV E-mail Addresses

E-mail Address	Purpose
OFMRegApplication@state.gov	Vehicle registration applications
OFMTitleApplication@state.gov	Vehicle title applications
OFMDMVDriverServices@state.gov	Non-Eligibility letters/general service inquiries
OFMDMVDHR@state.gov	Driver History Record requests
OFMDMVRegsTitle@state.gov	General Registration or Title inquiries
OFMDMVInsurance@state.gov	Update insurance policy info/general insurance inquiry
OFMDMVEnforcement@state.gov	Moving Violations, Payment Receipts, Responses to OFM DMV Request for Waiver of Immunity for Must-Appear Offenses
OFMDMVCompliance@state.gov	Receipts of paid parking tickets and general parking ticket inquiries
OFMDMVInfo@state.gov	All other OFM DMV inquiries

Note: For application status updates, please refer to the eGov remarks section.

OFM Regional Office E-mail Addresses

Region	E-mail Address
New York	OFMNYCustomerService@state.gov
Chicago	OFMCGCustomerService@state.gov
Miami	OFMMICustomerService@state.gov
Houston	OFMHOCustomerService@state.gov
Los Angeles	OFMLACustomerService@state.gov
San Francisco	OFMSFCustomerService@state.gov