

19-206

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to restate and emphasize the Department's policy concerning the requirement that, when the functions of a mission member have come to an end, mission members must return all United States government property that has been issued to them for their use. This note replaces the Department's circular diplomatic note No. 96-172, concerning this subject.

Chiefs of Mission are informed that identification cards issued by the Office of Foreign Missions (OFM) Accreditation (OFM/A) Division or the Office of the Chief of Protocol and tax exemptions cards issued by OFM must be returned upon the termination of functions of mission members, together with those for members of their families and domestic workers. Driver's licenses, non-driver identification (NDI) cards, and license plates issued by OFM to such mission members and their families must be returned to OFM's Diplomatic Motor Vehicle Office (OFM/DMV) within 30 days of termination of the member's assignment in the United States. Additionally, within the same 30-day period, mission members must submit an Application for Title to OFMTitleApplication@state.gov for each vehicle that is registered with OFM/DMV. Those missions with members transferring to a different position at the mission or changing their status should notify OFM/DMV and OFM/A

within 30 days of the termination of their former functions with the mission.

Missions are reminded that failure to return OFM issued license plates within 30 days of termination will result in OFM/DMV marking these items as “stolen” in U.S. Law Enforcement databases. In addition, missions are reminded that OFM Driver’s licenses, NDIs, and tax exemptions cards are automatically cancelled 30 days after the date of termination, notwithstanding the expiration date on the face of the credential and, therefore, may not be used thereafter.

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) 895-3682, by electronic mail at OFMDMVInfo@state.gov for OFM/DMV issues, OFMTaxCustoms@state.gov for tax exemption card issues, OFM-Accreditation@state.gov for identification card issues, or in any case to the nearest OFM Regional Office. Information concerning OFM’s Regional Offices is available at www.state.gov/ofm/ro/index.htm. Questions regarding the employment of domestic workers may be directed to the Office of the Chief of Protocol at DomesticWorkers@state.gov.

Enclosure:

As stated



Department of State,

Washington, February 11, 2019