

UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK

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HC-111-15

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and wishes to affirm 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.

The majority of the members of the Permanent Missions abide by the Department's requirements associated with the provision of privileges and benefits by the Office of Foreign Missions (OFM), and OFM has asked the United States Mission to convey its appreciation for compliance with those requirements.

However, when such requirements are not followed, OFM devote must significant amounts of time and resources to corrective actions. Furthermore, OFM's reissuance of products and documents generates an additional expense in terms of staff resources and production costs.

DIPLOMATIC NOTE

Therefore, the Department has decided 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 a portion of the cost associated with resolving such matters.

Failure to Comply with Licensing and Vehicle Registration Requirements

The Permanent Missions to the United Nations are reminded that OFM is the exclusive 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.

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 United States territory, OFM will issue a Department of State (DOS) 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 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

For any License Plates, Driver's Licenses, Non-Driver Identification Cards, or Tax Exemption 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). The initial issuance of all the items above will continue to be issued free of charge.

Corrections to OFM-Issued Document

If a mission or mission 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 the intended recipient.

If a mission or mission member requests the replacement of the following OFM-issued documents due to an incorrect address provided by the mission or member, 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

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 more than 30 days after the termination of assignment.

The Heads of Chancery are requested to communicate this important information to all mission personnel and their family members. Missions may direct any questions in this regard to OFM by telephone at (646) 282-2825, by electronic mail at ofmcustomerservice@state.gov. Information concerning OFM's Regional Office is available at www.state.gov/ofm/ro/index.htm.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

A handwritten signature in black ink, appearing to be "JOS", located at the bottom right of the page.