



United States Department of State

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

November 12, 2015

## **NOTICE**

### **Paper Applications for DMV Program Applications No Longer Accepted**

Beginning December 1, 2015, the Office of Foreign Missions will no longer accept, with the exception of original ownership documents, the submission of printed copies of program applications for driver licenses, non-driver identification cards, motor vehicle registrations, vehicle registrations, replacement license plates/registration sticker, vehicle title or the associated supporting documentation that are submitted along with these applications (“DMV Program applications”).

All DMV Program applications are to be submitted electronically by the e-Gov account holder to the appropriate mailbox as defined in the attached “OFM DMV E-mail Addresses” document. After December 1, 2015, OFM will return any hard copies it receives of these documents.

For detailed information on the new procedures by application type, please see the “Guidance for Submission of all Complete DMV Program Applications” attached. Missions may direct any questions to OFM’s Diplomatic Motor Vehicle Office by electronic mail to [OFMDMVInfo@state.gov](mailto:OFMDMVInfo@state.gov) or by telephone at 202-895-3682. Missions located outside of the Washington Metropolitan Area can contact their nearest OFM regional office.

## **Guidance for Submission of all Complete Diplomatic Motor Vehicle Program**

### **Applications:**

#### **To Apply for a Driver License or Non-Driver Identification Card**

The e-Gov account holder must submit an application on the Department's e-Gov system and send an e-mail attachment of the complete application, detailed below, to OFMDLApplication@state.gov in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the "OFM Regional Office E-mail Address" chart, enclosed. The subject line of each e-mail must include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., new driver license, renewal, replacement, etc.). Any applicable fees associated with driver license or non-driver identification card applications must be submitted to the OFM Customer Service Center (CSC) or to the regional office which serves the applicant's state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

#### **Original Driver License**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy (front and back) of a valid non-U.S. driver license or a U.S. State driver license that has been expired for no longer than six months
  - Color photocopy (front and back) required in the Washington Metropolitan Area
- Completed Driver License Supplemental Form including the examiner's signature, date of exam, and Motor Vehicle Administration (MVA) stamp from MVA in applicant's state of residence, or for vision exams only, certification from a U.S.-licensed physician or OFM Customer Service Center staff for applicants located in the Washington Metropolitan Area
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Replacement Driver License**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Reason for replacement:
  - If Replacement is due to lost/stolen license: Mission Letter or Police Report
  - If Replacement is due to address change: Form DS-2006 "Notification of Change" or photocopy of current Department of State driver license
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Renewal Driver License**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy (front and back) of Department of State driver license and/or non-U.S. driver license
  - Color photocopy of non-U.S driver license (front and back) required in the Washington Metropolitan Area
- Completed Driver License Supplemental Form including the examiner's signature, date of exam, and MVA stamp from MVA in applicant's state of residence, or for vision exams only, certification from a U.S.-licensed physician or OFM Customer Service Center staff for applicants located in the Washington Metropolitan Area
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **First-Time Licensee (Learner's Permit required)**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy of State-issued Learner's Permit which the applicant has held for the appropriate length of time
  - Length of time varies by State and applicant age
- Successful completion of vision, written, and road exams denoted on the Driver License Supplemental Form
  - The Driver License Supplemental Form must also include the examiner's signature, date of exam, and MVA stamp from MVA in applicant's state of residence
  - Driver Education Program certificate or Adult Waiver certificate accompanied by a color photocopy of the applicant's State-issued learner's permit will fulfill the road exam requirement
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Original Non-Driver ID**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
  - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank

## **Replacement Non-Driver ID**

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
  - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank
- Reason for replacement
  - If Replacement is due to lost or stolen Non-Driver ID: Mission Letter or Police Report

- If Replacement is due to address change: Form DS-2006  
“Notification of Change” OR photocopy of current Department of State Non-Driver ID

### **Renewal Non-Driver ID**

- e-Gov Application Submission Receipt
- Signature Card with the applicant’s signature and the certifier’s signature
  - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank
- Photocopy of current Department of State Non-Driver ID

Vision exams, required for all driver license applicants, will continue to be offered at the OFM CSC. Vision exams performed by certified eye doctors and those performed at local DMVs nationwide will continue to be accepted. However, the e-Gov account holder will be required to include a scanned copy of the completed Driver License Supplemental Form as part of a complete electronically submitted driver license application, as outlined above.

Driver licenses and non-driver identification cards are printed by the U.S. Government Printing Office at its facility in Washington, D.C., and mailed via the U.S. Postal Service to the applicant’s residential address. Consequently, it is important that missions ensure each applicant’s address is up-to-date before an application is submitted.

### **To Apply for a Vehicle Registration**

The e-Gov account holder must submit an application on the Department’s e-Gov system and send an e-mail attachment of the complete application, detailed below, to OFMRegApplication@state.gov, in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the “OFM Regional Office E-mail Address” chart, enclosed.

The subject line of each e-mail should include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., registration, replacement plate, etc.). Original ownership documents for registration applications will continue to be required and must be submitted to the OFM CSC or to the regional office which serves the

applicant's State of residence, accompanied by the OFM-approved Original Ownership Document cover sheet, a template of which is enclosed. If purchasing a vehicle from a dealership, the applicant is responsible for providing the dealer with the completed OFM-approved cover sheet, which must be attached to the original ownership documents mailed to the OFM CSC or to the regional office, which serves the applicant's State of residence.

Any applicable fees associated with registration applications must be submitted to the OFM CSC or to the regional office, which serves the applicant's state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

## **Vehicle Registration**

### **New Vehicles**

- e-Gov Application Submission Receipt
- Original Certificate of Origin with the completed OFM-approved cover sheet for the issuance of permanent tags
- Original Retail Certificate of Sale or comparable document, if applicable
- Purchase Order for the issuance of a temporary tag until the original Certificate of Origin is received by OFM; regional variances may apply
- Odometer Statement/disclosure
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

### **Used Vehicles**

- e-Gov Application Submission Receipt
- Original State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Original Retail Certificate of Sale or comparable document, if applicable
- Purchase Order for the issuance of a temporary tag until the original State Title is received by OFM; regional variances may apply
- Original Complete Reassignment History Document (s), if applicable

- DOS Lien Title complete with lienholder signature releasing lien, or lien release letter, if applicable
- Odometer Statement/disclosure
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

### **Leased Vehicles**

- e-Gov Application Submission Receipt
- Original Certificate of Origin or State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Lease Agreement signed by lessor and lessee for the issuance of a temporary tag until the original Certificate of Origin or State Title is received by OFM
- Original Complete Reassignment History Document (s), if applicable
- Odometer Statement/disclosure
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

### **Imported Vehicles**

- e-Gov Application Submission Receipt
- Original Foreign Ownership Document(s) with the completed OFM-approved cover sheet for the issuance of permanent tags
  - Copy of Foreign Ownership Document(s) may be used for the issuance of temporary tags
  - If Original Foreign Ownership Document(s) is not available (e.g., surrendered to the previous jurisdiction), a written certification from the Mission is required along with a copy of the Foreign Ownership Document(s)
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable

- Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
- Completed OFM-approved Payment cover sheet

### **Driver License Requirement for Vehicle Registration**

Applicant has intent to drive but does not yet hold a Department of State Driver License:

- **If the vehicle registration application is received within the first 30 days of the applicant's arrival:**
  - Photocopy of the e-Gov driver license application
  - Photocopy of non-U.S. driver license (front and back) with a translation, if not in English
- **If the vehicle registration application is received after the first 30 days of the applicant's arrival:**
  - Photocopy of the e-Gov driver license application
  - Diplomatic note from the mission stating that the individual will *not* operate the vehicle until the applicant acquires a Department of State driver license
  - Photocopy of a valid driver license of the person who will be operating the vehicle in the interim

Applicant does not have intent to drive and does not hold a Department of State driver license:

- Diplomatic note from the mission attesting that the individual will *not* operate the vehicle being registered or any other vehicle during his/her tenure in the United States
- Full name (and PID, if applicable) of the chauffer who will be operating the vehicle
- Photocopy of a valid driver license of the chauffer who will be operating the vehicle

### **Replacement Plates/Decal Sticker**

- e-Gov Application Submission Receipt
- Reason for replacement:
  - Specify new position type, if applicable

- Lost/Stolen plate
- Lost Decal
- Damaged Plate
- If Replacement is due to lost/stolen plates or vehicle, then the OFM Lost/Stolen Report Number must be entered on the e-GOV application:
  - A copy of a Police Report must be submitted to OFM prior to submission of the application; OFM will in turn provide the mission with an OFM Stolen/Lost Report Number.
- If Replacement is due to poor condition of existing plates or if only one plate has been lost/stolen, the new plates will be exchanged for the previously issued plate(s)
- If Replacement of lost decal is requested, a replacement fee applies
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

### **To Apply for a Vehicle Title**

The e-Gov account holder must submit an application on the Department's e-Gov system and send a scanned copy of the complete application, outlined below, along with all supporting documents to OFMTitleApplication@state.gov, in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the "OFM Regional Office E-mail Address" chart, enclosed. The subject line of each e-mail should include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., sale title, export title, self-terminating, etc.). Any applicable fees associated with title applications must be submitted to the OFM CSC or to the regional office which serves the applicant's state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

### **Vehicle Titling**

**\*All vehicle title applications must be submitted complete with signature of the registered owner and co-owner (if applicable), and the mission's seal.**

## **Sale Title**

- e-Gov Application Submission Receipt
  - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien, if the vehicle is being sold to a private individual (Original document(s) may be required prior to title issuance)
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Export Title**

- e-Gov Application Submission Receipt
- Proof of active insurance valid for 30 days, for issuance of a 30-day temporary tag
- If a temporary tag is not required, submitter should state this in the e-Gov application remarks
  - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
    - Original document(s) may be required prior to title issuance
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Lease Title**

- e-Gov Application Submission Receipt
- The leasing company/buyer information entered must match the leasing company in the vehicle registration record.
- No required supporting documents
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Salvage Title**

- e-Gov Application Submission Receipt
- Total loss letter from the insurance company which includes the VIN, make and model of the vehicle, and the owner's name
  - Total loss letter must explicitly state that the vehicle has been declared a total loss
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

## **Junk Title**

- e-Gov Application Submission Receipt
- Copy of the buyer's dismantler's license if the buyer is a multipurpose business (used car, car parts, etc.), or if it is not clear that the buyer is a state-certified junk facility
  - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
    - Original document(s) may be required prior to title issuance
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

In addition to the above requirements, for Non-conforming Vehicles:

- Statement on Junk/Scrapyard company letterhead declaring that the vehicle will be completely destroyed and none of its parts will be used or sold for any reason

## **Self-Terminating Title**

- e-Gov Application Submission Receipt
- Proof of visa change supporting continued legal residency in the United States
  - i.e., Permanent Residency card, copy of an endorsed I-566, copy of the Department of Homeland Security's I-797C "Notice of Action", or other proof of continued legal residency
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State

- Completed OFM-approved Payment cover sheet

### **Transfer Within the Diplomatic Community**

- e-Gov Application Submission Receipt
- Seller's e-Gov Title Application
- Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
  - Original document(s) may be required prior to title issuance
- Title applications for Transfers within the Diplomatic Community are processed only upon receipt of the buyer's e-Gov Registration Application, complete with buyer's proof of insurance, and according to the processing standard for vehicle registration applications.
- Reciprocity fee, if applicable
  - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
  - Completed OFM-approved Payment cover sheet

### OFM DMV E-mail Addresses

E-mail Address	Purpose
OFMDLApplication@state.gov	Driver License Applications Non-Driver Identification Card Applications
OFMRegApplication@state.gov	Vehicle Registration Applications
OFMTitleApplication@state.gov	Vehicle Title Applications
OFMDMVDriverServices@state.gov	Non-Eligibility Letter Requests General Driver Services Inquiries
OFMDMVMVR@state.gov	Motor Vehicle Record Requests
OFMDMVRegsTitle@state.gov	General Registration or Title Inquiries
OFMDMVInsurance@state.gov	Updated Insurance Policy Information General Insurance Inquiries
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 General Parking Ticket Inquiries
OFMDMVInfo@state.gov	All other OFM DMV Inquiries

Note. For application status updates, please refer to the e-Gov remarks section.

### OFM Regional Office E-mail Addresses

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



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## **Original Ownership Document Cover Sheet**

Name of Foreign Mission or International Organization: \_\_\_\_\_

Transaction ID (if applicable): \_\_\_\_\_

Applicant Personal Identification Number (PID): \_\_\_\_\_

VIN #: \_\_\_\_\_

*The Office of Foreign Missions (OFM) Diplomatic Motor Vehicle Office requires that each registration applicant complete the Original Ownership Document Cover Sheet in its entirety when purchasing a vehicle. OFM requires that this cover sheet accompany all original ownership documents forwarded to the Office of Foreign Missions. If the vehicle is being purchased from a dealership, the applicant is responsible for providing the dealer with the completed cover sheet. The applicant must request that the dealer attach the cover sheet to the original ownership documents before sending to OFM.*



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## **Payment Cover Sheet**

Name of Foreign Mission or International Organization: \_\_\_\_\_

Service Fee Type: \_\_\_\_\_

Transaction ID (if applicable): \_\_\_\_\_

Applicant Personal Identification Number (PID): \_\_\_\_\_

Last 6 digits of the VIN # (if applicable): \_\_\_\_\_

*The Office of Foreign Missions (OFM) Diplomatic Motor Vehicle Office requires that this cover sheet accompany any check or money order submitted to OFM's Diplomatic Motor Vehicle Office.*