96-172

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to remind them of the requirement that, upon the termination of assignment, mission members must return U.S. Government property which has been issued for their use.

Identification cards issued by the Office of Protocol must be returned upon the termination of functions of mission members, members of their families and personal servants. Tax exemption cards and license plates issued by the Office of Foreign Missions (OFM) in the possession of departing mission members must be returned to the Department within 30 days of the date of termination of assignment in the United States. Within the same 30-day period, mission members also must submit an Application for Title (Form DSP-102) for each vehicle they have registered with OFM's Diplomatic Motor Vehicle program (DMV). Members transferring to a different position at the mission or changing their status (for example, from diplomatic agent to consular officer) should submit an Application for Replacement Plates (Form DSP-104) to DMV within 30 days after the date of termination of the former assignment.

Department of State,

Washington,