

19-1093

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Missions and wishes to restate and enhance 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.

This notes supersedes the Department's circular diplomatic note No. 15-1169, dated November 3, 2015, concerning this subject. Updates to the policy are noted with an asterisk (*).

The majority of the members of the foreign mission community abide by the Department's requirements associated with the provision of privileges and benefits by the Office of Foreign Missions (OFM). However, situations where such requirements are not followed require OFM to devote significant amounts of time and resources to ensure that appropriate corrective actions are taken. Furthermore, the reissuance of valid OFM products and documents generates an additional expense in terms of staff resources and production costs.

Therefore, it is the Department's longstanding position 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 an appropriate portion of the cost associated with resolving such matters.

Failure to Comply with Licensing and Vehicle Registration Requirements

The Missions are reminded that OFM is the exclusive driver's 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.

*All foreign mission members who wish to operate a motor vehicle in the United States enjoy a 30-day grace period after their notification to the Department during which they may drive using their valid non-OFM-issued driver's license or motor vehicle registration while they apply for their OFM-issued driver's license and/or registration. After the referenced 30-day grace period, mission members and their dependents must have a valid OFM-issued driver's license and registration if they wish to drive in the United States. Dealer temporary tags are

permitted for vehicles after the 30-day grace period while awaiting OFM registration.

*Therefore, for any foreign mission, mission member, or dependent who, after the referenced 30-day grace period, operates a motor vehicle without an OFM-issued driver's license or registration – or – contrary to the Department's requirements obtains or maintains a driver's license or vehicle registration from one of the fifty states, the District of Columbia, or any territory governed by the United States, OFM will issue a Department of State 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
- Accreditation Card

For any of the above OFM-issued documents that were reported to law enforcement authorities as stolen, OFM will waive the replacement service fee when a copy of the related police report accompanies the replacement application(s).

Corrections to OFM-Issued Documents

If a mission or 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 their intended recipient.

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

- Accreditation 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 Title Vehicles at the End of an Assignment in a Timely Manner

All foreign mission members who are required to register and title their motor vehicles to 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 after the referenced 30-day grace period.

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) 895-3500 or by email at OFMCustomerService@state.gov.

Department of State,

Washington, August 9, 2019

