



United States Department of State

Washington, D.C. 20520

September 13, 2023

NOTICE

Notice Regarding Updated Validity Period of “Non-Eligibility Letters”

The Department of State’s Office of Foreign Missions (OFM) informs International Organizations that the validity period for “Non-Eligibility Letters” has been extended to **one-year** and wishes to restate the procedures for requesting “Non-Eligibility Letters” from OFM.

The International Organizations are reminded that the following persons, unless they are U.S. citizens, legal permanent residents, considered locally engaged staff, or ineligible members of household (e.g., in-laws, overage children, etc.) are required to receive driver’s licenses or non-driver identification cards, and motor vehicle registration services from OFM:

- Diplomatic agents and their eligible dependents
- Administrative and technical staff and their eligible dependents
- Embassy service staff and their eligible dependents
- Consular officers and their eligible dependents
- Consular employees and their eligible dependents
- Consular service staff and their eligible dependents
- International organization personnel and their dependents who enjoy full privileges and immunities

‘A’ and ‘G’ visa holders who are ineligible to receive services from OFM must apply for such services from the department of motor vehicle or affiliated local motor vehicle agency in their state of residence (collectively referred to as ‘local jurisdiction’ herein). The local jurisdictions require ‘A’ and ‘G’ visa holders who are ineligible to seek OFM’s services to present a “Non-Eligibility Letter” to request motor vehicle services in accordance with the local jurisdiction’s laws, regulations, and standard procedures.

Individuals with personal identification numbers (PID)

The International Organizations are reminded that all requests must be submitted using the Department’s e-Gov system. International organizations in

the United States must have an employee certified to submit e-Gov applications to the Department. Detailed information concerning eligibility and how to request an e-Gov account can be found at:

<https://egov.ofm.state.gov/Home/RequestAccess>. E-Gov may be accessed at <https://egov.ofm.state.gov>. Once the “Non-Eligibility Letter” application is processed, it will be sent directly to the email address on provided on the application. The “Non-Eligibility Letter” is valid for **one-year**. A renewal letter will be automatically sent via email to the individual each year thereafter if the status and name on visa foil have not changed.

Mission requests must include the applicant’s PID, full name and date of birth as they appear on the U.S. visa, applicant’s email address, and the complete residential address of the applicant in the United States. The U.S. visa on file with OFM must be up to date. International Organizations should ensure that any necessary Notifications of Change for the individual are accepted prior to submitting the request for Non-Eligibility Letter. “Non-Eligibility Letter” will only be issued for individuals in active status.

All individuals who require a replacement letter due to loss, expiration, name or address change, must also apply for the replacement letter through their mission point of contact via e-Gov. The International Organizations are reminded that requests for “Non-Eligibility Letter” submitted after the individual’s termination will not be accepted.

U.S. Government Agency-Sponsored personnel and individuals without a PID

International Organizations are further reminded that non-eligible ‘A’ and ‘G’ visa holders with U.S. Government Agency-sponsored assignments, (e.g., Department of Defense, Federal Reserve, etc.) and individuals not associated with a foreign mission or international organization, and therefore ineligible for a PID, will be issued letters directly by the sponsoring agency. Requests and questions concerning “Non-Eligibility Letter” for individuals in U.S. Government Agency-sponsored positions should be directed to the sponsoring agency. OFM will not generate letters for these individuals.

Please direct any questions to OFM-Policy@state.gov or the nearest OFM Regional office. Contact details for OFM Regional Offices may be found on OFM’s website at <https://www.state.gov/contact-us-office-of-foreign-missions/>.