



24-1695

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to inform them of updates to the Office of Foreign Mission's (OFM) vehicle registration policy as it relates to the payment of parking tickets issued by the City of New York.

Chiefs of Mission are reminded that members of foreign missions have a duty under the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations to respect local laws and regulations. Foreign missions and their members are expected to pay or contest all minor traffic infractions (including parking tickets) in a timely manner.

Chiefs of Mission are advised that each mission or member must have a total of fewer than three unpaid parking tickets on each vehicle. If any single vehicle for the mission or an individual has reached three or more unpaid tickets, then all new registrations and registration renewals for that mission or that individual will be held until all tickets are resolved. Payment

should be remitted to the Department of Finance of New York.

Furthermore, if a vehicle is not properly registered or insured, the Department will require the return of the license plates of such vehicles within 30 days of the registration expiration date. Vehicles with an expired registration cannot be operated legally in the United States.

In addition, if the foreign mission or their member has additional vehicles that need new or renewed registration, those vehicles will also remain ineligible for registration until proof of payment or adjudication for all unpaid tickets against the mission/member is received by OFM. Additional vehicles will also be denied a new decal or registration document until any unpaid ticket obligations are satisfied, and consequently will not be able to be operated legally in the United States. As part of this policy, OFM will ensure that each mission has at least one vehicle available for official use at all times that can be renewed and operated as long as that vehicle has the prescribed levels of vehicle liability insurance, as required by the 1978 Diplomatic Relations Act and the 1982 Foreign Missions Act and set forth in circular note 24-1158, dated June 13, 2024.

The Department cautions missions that vehicles with expired registration decals may be cited by law enforcement officials for failing to have proper registration. The Department takes any such citation seriously, considering it to be inconsistent with the duty of members of foreign missions to respect local laws.

With respect to any tickets issued by the City of New York, missions are reminded that the Department has no jurisdiction to adjudicate traffic citations or otherwise intercede with the Government of the City of New York on such matters. Therefore, missions are to direct all inquiries to the relevant New York City authorities. The Department encourages mission members who believe that a ticket has been issued improperly to avail themselves of the City of New York's appeals process.

To contest a ticket, the mission or mission member can request to reduce fines (i.e., dismissal of the penalty or dismissal of the entire ticket), by uploading documentation or evidence that supports the request to the [NYC P-Ticket Pay or Dispute App](#) available for download or by visiting <https://www.nyc.gov/site/finance/vehicles/dispute-diplomats-consular-staff.page> and submitting the appropriate violation appeal forms.

Payments for tickets via mail should be made payable to “NYC Department of Finance” and should be sent to Church Street Station, P.O. Box 3640, New York, NY 10008-3640. Missions and their members may also pay their tickets online at the [NYC City Pay](#) website or in-person at the [Department of Finance business centers](#) located in Manhattan, the Bronx, Brooklyn, Queens, or Staten Island.

Chiefs of Mission should note, and should remind their members, that if a ticket is not paid or contested within 30 days of receiving the ticket, penalties and/or interest may be added to the original ticket. At the time of registration renewal, if tickets have been recently paid or are in adjudication, the mission or mission member should send proof of payment in the form of a receipt from the City of New York or a copy of the ticket (if available) and proof that the ticket is being adjudicated (*e.g.*, copies of correspondence to and from the City of New York) to OFM at OFMNewYork@state.gov.

The Department encourages all affected missions and mission members to contact the appropriate city officials to confirm the accuracy of the parking violation data, and to then take the necessary steps to resolve

all outstanding valid parking tickets either by paying amounts owed or successfully adjudicating settlements of the violations.

Questions regarding this policy may be addressed to OFM-Policy@state.gov.

Department of State,

Washington, July 31, 2024.

A handwritten signature in blue ink, consisting of stylized, overlapping loops and lines, positioned to the right of the date.