

13-965

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and refers to the services provided to the diplomatic and consular community by the Department of State's Office of Foreign Missions ("OFM"). The purpose of this note is to inform the Missions of a change in policy relating to requests for "Non-Eligibility Letters" used to obtain services from local motor vehicle administrations. This note supersedes Circular Note No. 12-182, dated September 6, 2012.

Missions are informed that, for the convenience of Missions and their members, and in accordance with the updated policy regarding the issuance of Department of State Non-Driver Identification Cards, detailed in Circular Note No. 13-964, OFM will now issue Non-Eligibility Letters to any eligible dependent of a foreign mission member regardless of their age. This is a change to the previous policy, which limited issuance of Non-Eligibility letters to persons age 15 and above.

The other policies and requirements detailed in Circular Note No. 12-182, dated September 6, 2012, remain the same and are reproduced here. As Missions

are aware, Mission and international organization personnel and their dependents who enjoy privileges and immunities are required to obtain all motor vehicle services, including the Department driver's license, from OFM. However, A and G visa category holders who are not entitled to privileges and immunities, and who may otherwise be unable to apply for a local driver's license and other motor vehicle services, may request a Non-Eligibility Letter from OFM addressed to the local motor vehicle administration responsible for the jurisdiction in which the individual resides. The letter informs the local department of motor vehicles, motor vehicle office, or affiliated motor vehicle agency (referred to as 'DMV' herein) that the named individual does not have privileges and immunities, and as such is not eligible for motor vehicle services from OFM. The letter authorizes the local DMV to provide services to the individual should the individual be otherwise eligible.

Only those individuals in A or G visa status, working or intending to work at a foreign mission or international organization in the United States, who do not enjoy privileges and immunities may request a Non-Eligibility Letter. All requests must be in writing and submitted by the individual's mission or organization, not by the individual. The request must include the applicant's full name and date of birth as they appear on the U.S. visa, as well as the complete residential address of the applicant in the United States. If the applicant is registered with the

Department's Office of the Chief of Protocol (Protocol), the request must also include the applicant's personal identification number issued by Protocol. The address on the request letter is required to match the residential address on file with Protocol. Dependents who are not eligible for a Department driver's license and who are attending college in a different location than where the principal diplomat resides will receive a letter addressed to the DMV responsible for the residential address that is on file with Protocol.

If the applicant is not registered with Protocol, the embassy or consulate's request must also include an endorsement letter from the U.S. organization, agency, or military division to which the individual is assigned, and a scanned copy of the applicant's U.S. visa and Customs and Border Protection Form I-94, which is retrieved from the website of Customs and Border Protection: http://cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/. The endorsement letter must also include the applicant's full name, date and place of birth, citizenship, complete residential address, and beginning and end tour of duty date.

Any individual requesting a Non-Eligibility Letter who has been terminated by Protocol must provide a copy of a Department of State-endorsed I-566 if the employee intends to adjust status within the A or G visa categories. If the individual intends to seek a non-diplomatic visa or adjust to any other status, the applicant is required to submit a DHS Form I-797C "Notice of Action" indicating

that the Department of Homeland Security has accepted and is processing the request.

Missions are further advised that after notifying Protocol of the date of termination of their duties, terminating Mission and international organization personnel who are adjusting their status in the United States may request a “Non-Eligibility Letter” from OFM. Missions should note that any driving privileges granted by OFM will cease 30 days following the date of termination unless otherwise stipulated by OFM, notwithstanding the expiration date on the OFM-issued driver’s license.

Missions are reminded that the OFM-issued driver’s license is the property of the U.S. government and therefore must be returned to OFM at the expiration of the aforementioned 30-day period.

Consequently, maintaining uninterrupted legal driving privileges in the United States requires Mission members to apply for a Non-Eligibility Letter no more than 15 days after the date of termination notified to Protocol to allow time for OFM to process the request and the Mission member to become licensed through their local DMV prior to the 30-day expiration period. Missions should note, and should remind their members, that it is illegal to drive in the United States without a valid driving permit.

In the metropolitan Washington, D.C., area, requests for Non-Eligibility Letters are to be submitted electronically to ofmdmvdrierservices@state.gov. Any supporting documents should be scanned and attached electronically to the email request. Missions or organizations submitting more than 10 Non-Eligibility Letter requests per week must use an OFM-approved template that will be distributed. Missions should check the OFM website, <http://www.state.gov/ofm/notes/dmv/index.htm>, to verify if they have most current version.

For locations other than the Metropolitan DC area, please reference the enclosed list of regional contacts. Processing time for Non-Eligibility Letters is approximately 10 business days.

Please direct any questions to the OFM office responsible for your area.

Enclosure:

As stated.

Department of State,

Washington, October 18, 2013



OFM Regional Offices

Chicago Regional Office

77 West Jackson Boulevard, Suite 2122

Chicago, IL 60604-1503

Phone: (312) 353-5762

Email: OFMCGCustomerService@state.gov

Area of Responsibility: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Houston Regional Office

Alliance Tower, Suite 906

8701 S. Gessner Road

Houston, TX 77074

Phone: (713) 272-2865

Fax: (713) 272-2866

Email: OFMHOCustomerService@state.gov

Area of Responsibility: Texas, Louisiana, Arkansas, Oklahoma, New Mexico, Colorado, Kansas and Nebraska.

Los Angeles Regional Office

10940 Wilshire Blvd. Suite 1425

Los Angeles, CA 90024

Email: OFMLACustomerService@state.gov

Phone: (310) 235-6292

Fax: (310) 235-6297

Area of Responsibility: Southern California, Nevada, Arizona, and Utah.

Miami Regional Office

95 Merrick Way, Suite 505

Coral Gables, FL 33134

Phone: (305) 442-4943

Fax: (305) 442-4973

E-Mail: OFMMICustomerService@state.gov

Area of Responsibility: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, the U.S. Virgin Islands, and the Commonwealth of Puerto Rico.

New York Regional Office

799 UN Plaza, 8th Floor

New York, NY 10017-1811

Phone: (646) 282-2825

E-Mail: OFMNYCustomerService@state.gov

Area of Responsibility: New York, Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont.

San Francisco Regional Office

One Market, Spear Tower, Suite 1375

San Francisco, CA 94105

Phone: (415) 744-2910

Fax: (415) 744-2913

E-mail: OFMSFCustomerService@state.gov

Area of Responsibility: Northern California, Oregon, Washington, Idaho, Montana, Wyoming, North Dakota, South Dakota, Alaska, Hawaii and the U.S. Territories in the Pacific.