

15-1193

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission, and wishes to inform all missions of the revised policies and procedures concerning the submission of Office of Foreign Missions Diplomatic Motor Vehicle Program applications – Driver License, Non-Driver Identification Card, Registration, Replacement Plates, and Title applications.

For the convenience of the missions, and in accordance with our efforts to streamline our procedures, missions are informed that, beginning December 1, 2015, the Office of Foreign Missions (OFM) Diplomatic Motor Vehicle (DMV) Office will no longer require, with the exception of original ownership documents, the submission of printed copies of DMV Program applications or the associated supporting documentation that is submitted along with these applications. OFM will return any hard copies received after this date. All DMV Program applications are to be submitted electronically by the e-Gov account holder from an official mission e-mail address directly to the appropriate mailbox as defined herein and in the “OFM DMV E-mail Addresses” document, enclosed.

DIPLOMATIC NOTE

To properly submit a complete application, the e-Gov account holder must send the application to the appropriate e-mail address with the correct e-mail subject line, outlined in the “Guidance for Submission of all Complete DMV Program Applications,” enclosed, and include only one attachment containing all required application documents. Henceforth, all communication regarding application status will be conducted via remarks on e-Gov. Missions also are reminded that only complete applications that have been properly submitted will be processed, and incomplete or incorrect applications will be returned to the Mission via e-Gov.

A complete application must include a scanned photocopy of the e-Gov Application Submission Receipt and scanned color photocopies of all required supporting documents (front and back, when applicable). For detailed information on this new procedure, please see the enclosed “Guidance for Submission of all Complete DMV Program Applications,” which includes a list of required supporting documents for each application type as well as a chart, “OFM DMV E-mail Addresses,” specifying the appropriate OFM DMV e-mail mailbox to which each application shall be submitted. This Guidance is also posted on OFM’s website and may be found at

<http://www.state.gov/documents/organization/249661.pdf>.

The Chiefs of Missions are requested to communicate this important information to the appropriate mission personnel throughout the United States. Missions may direct any questions to OFM's Diplomatic Motor Vehicle Office by e-mail to OFMDMVInfo@state.gov or by telephone at 202-895-3682. For missions outside of the Washington Metropolitan Area, please contact the OFM regional office responsible for your area; contact details for OFM regional offices may be found on OFM's website at <http://www.state.gov/ofm/ro/index.htm>. The Department appreciates Missions' continuing cooperation with the Department's Motor Vehicle Program procedures.

Enclosures:

As stated.

Department of State,



Washington, November 18, 2015.

Guidance for Submission of all Complete Diplomatic Motor Vehicle Program

Applications:

To Apply for a Driver License or Non-Driver Identification Card

The e-Gov account holder must submit an application on the Department's e-Gov system and send an e-mail attachment of the complete application, detailed below, to OFMDLApplication@state.gov in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the "OFM Regional Office E-mail Address" chart, enclosed. The subject line of each e-mail must include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., new driver license, renewal, replacement, etc.). Any applicable fees associated with driver license or non-driver identification card applications must be submitted to the OFM Customer Service Center (CSC) or to the regional office which serves the applicant's state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

Original Driver License

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy (front and back) of a valid non-U.S. driver license or a U.S. State driver license that has been expired for no longer than six months

- Color photocopy (front and back) required in the Washington Metropolitan Area
- Completed Driver License Supplemental Form including the examiner's signature, date of exam, and Motor Vehicle Administration (MVA) stamp from MVA in applicant's state of residence, or for vision exams only, certification from a U.S.-licensed physician or OFM Customer Service Center staff for applicants located in the Washington Metropolitan Area
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Replacement Driver License

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Reason for replacement:
 - If Replacement is due to lost/stolen license: Mission Letter or Police Report
 - If Replacement is due to address change: Form DS-2006 "Notification of Change" or photocopy of current Department of State driver license
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Renewal Driver License

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy (front and back) of Department of State driver license and/or non-U.S. driver license
 - Color photocopy of non-U.S driver license (front and back) required in the Washington Metropolitan Area
- Completed Driver License Supplemental Form including the examiner's signature, date of exam, and MVA stamp from MVA in applicant's state of residence, or for vision exams only, certification from a U.S.-licensed physician or OFM Customer Service Center staff for applicants located in the Washington Metropolitan Area
- Reciprocity fee, if applicable

- Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
- Completed OFM-approved Payment cover sheet

First-Time Licensee (Learner's Permit required)

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
- Photocopy of State-issued Learner's Permit which the applicant has held for the appropriate length of time
 - Length of time varies by State and applicant age
- Successful completion of vision, written, and road exams denoted on the Driver License Supplemental Form
 - The Driver License Supplemental Form must also include the examiner's signature, date of exam, and MVA stamp from MVA in applicant's state of residence
 - Driver Education Program certificate or Adult Waiver certificate accompanied by a color photocopy of the applicant's State-issued learner's permit will fulfill the road exam requirement
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Original Non-Driver ID

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
 - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank

Replacement Non-Driver ID

- e-Gov Application Submission Receipt
- Signature Card with the applicant's signature and the certifier's signature
 - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank
- Reason for replacement
 - If Replacement is due to lost or stolen Non-Driver ID: Mission Letter or Police Report

- If Replacement is due to address change: Form DS-2006
“Notification of Change” OR photocopy of current Department of
State Non-Driver ID

Renewal Non-Driver ID

- e-Gov Application Submission Receipt
- Signature Card with the applicant’s signature and the certifier’s signature
 - If the applicant is unable to sign due to age (e.g., applicant is under the age of eight), the applicant signature box should be left blank
- Photocopy of current Department of State Non-Driver ID

Vision exams, required for all driver license applicants, will continue to be offered at the OFM CSC. Vision exams performed by certified eye doctors and those performed at local DMVs nationwide will continue to be accepted.

However, the e-Gov account holder will be required to include a scanned copy of the completed Driver License Supplemental Form as part of a complete electronically submitted driver license application, as outlined above.

Driver licenses and non-driver identification cards are printed by the U.S. Government Printing Office at its facility in Washington, D.C., and mailed via the U.S. Postal Service to the applicant’s residential address. Consequently, it is important that missions ensure each applicant’s address is up-to-date before an application is submitted.

To Apply for a Vehicle Registration

The e-Gov account holder must submit an application on the Department’s e-Gov system and send an e-mail attachment of the complete application, detailed

below, to OFMRegApplication@state.gov, in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the “OFM Regional Office E-mail Address” chart, enclosed.

The subject line of each e-mail should include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., registration, replacement plate, etc.). Original ownership documents for registration applications will continue to be required and must be submitted to the OFM CSC or to the regional office which serves the applicant’s State of residence, accompanied by the OFM-approved Original Ownership Document cover sheet, a template of which is enclosed. If purchasing a vehicle from a dealership, the applicant is responsible for providing the dealer with the completed OFM-approved cover sheet, which must be attached to the original ownership documents mailed to the OFM CSC or to the regional office, which serves the applicant’s State of residence.

Any applicable fees associated with registration applications must be submitted to the OFM CSC or to the regional office, which serves the applicant’s state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

Vehicle Registration

New Vehicles

- e-Gov Application Submission Receipt
- Original Certificate of Origin with the completed OFM-approved cover sheet for the issuance of permanent tags
- Original Retail Certificate of Sale or comparable document, if applicable
- Purchase Order for the issuance of a temporary tag until the original Certificate of Origin is received by OFM; regional variances may apply
- Odometer Statement/disclosure
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Used Vehicles

- e-Gov Application Submission Receipt
- Original State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Original Retail Certificate of Sale or comparable document, if applicable
- Purchase Order for the issuance of a temporary tag until the original State Title is received by OFM; regional variances may apply
- Original Complete Reassignment History Document (s), if applicable
- DOS Lien Title complete with lienholder signature releasing lien, or lien release letter, if applicable
- Odometer Statement/disclosure
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Leased Vehicles

- e-Gov Application Submission Receipt
- Original Certificate of Origin or State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Lease Agreement signed by lessor and lessee for the issuance of a temporary tag until the original Certificate of Origin or State Title is received by OFM
- Original Complete Reassignment History Document (s), if applicable
- Odometer Statement/disclosure
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Imported Vehicles

- e-Gov Application Submission Receipt
- Original Foreign Ownership Document(s) with the completed OFM-approved cover sheet for the issuance of permanent tags
 - Copy of Foreign Ownership Document(s) may be used for the issuance of temporary tags
 - If Original Foreign Ownership Document(s) is not available (e.g., surrendered to the previous jurisdiction), a written certification from the Mission is required along with a copy of the Foreign Ownership Document(s)
- Proof of Insurance – Insurance Policy Declarations Page
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Driver License Requirement for Vehicle Registration

Applicant has intent to drive but does not yet hold a Department of State Driver License:

- **If the vehicle registration application is received within the first 30 days of the applicant's arrival:**
 - Photocopy of the e-Gov driver license application
 - Photocopy of non-U.S. driver license (front and back) with a translation, if not in English

- **If the vehicle registration application is received after the first 30 days of the applicant's arrival:**
 - Photocopy of the e-Gov driver license application
 - Diplomatic note from the mission stating that the individual will *not* operate the vehicle until the applicant acquires a Department of State driver license
 - Photocopy of a valid driver license of the person who will be operating the vehicle in the interim

Applicant does not have intent to drive and does not hold a Department of State driver license:

- Diplomatic note from the mission attesting that the individual will *not* operate the vehicle being registered or any other vehicle during his/her tenure in the United States
- Full name (and PID, if applicable) of the chauffer who will be operating the vehicle
- Photocopy of a valid driver license of the chauffer who will be operating the vehicle

Replacement Plates/Decal Sticker

- e-Gov Application Submission Receipt
- Reason for replacement:
 - Specify new position type, if applicable
 - Lost/Stolen plate
 - Lost Decal
 - Damaged Plate
- If Replacement is due to lost/stolen plates or vehicle, then the OFM Lost/Stolen Report Number must be entered on the e-GOV application:

- A copy of a Police Report must be submitted to OFM prior to submission of the application; OFM will in turn provide the mission with an OFM Stolen/Lost Report Number.
- If Replacement is due to poor condition of existing plates or if only one plate has been lost/stolen, the new plates will be exchanged for the previously issued plate(s)
- If Replacement of lost decal is requested, a replacement fee applies
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

To Apply for a Vehicle Title

The e-Gov account holder must submit an application on the Department's e-Gov system and send a scanned copy of the complete application, outlined below, along with all supporting documents to OFMTitleApplication@state.gov, in the Washington Metropolitan Area, or to the e-mail address for the region in which the applicant resides, which can be located on the "OFM Regional Office E-mail Address" chart, enclosed. The subject line of each e-mail should include the mission name and the transaction number generated by the e-Gov system, e.g., Mission Name – 5000XXXXXX. E-mail submissions to the regional offices should include the type of application submitted (e.g., sale title, export title, self-terminating, etc.). Any applicable fees associated with title applications must be submitted to the OFM CSC or to the regional office which serves the applicant's state of residence, accompanied by the OFM-approved Payment cover sheet, a template of which is enclosed.

Guidelines for a complete application are listed below by application type:

Vehicle Titling

***All vehicle title applications must be submitted complete with signature of the registered owner and co-owner (if applicable), and the mission's seal.**

Sale Title

- e-Gov Application Submission Receipt
 - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien, if the vehicle is being sold to a private individual (Original document(s) may be required prior to title issuance)
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Export Title

- e-Gov Application Submission Receipt
- Proof of active insurance valid for 30 days, for issuance of a 30-day temporary tag
- If a temporary tag is not required, submitter should state this in the e-Gov application remarks
 - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
 - Original document(s) may be required prior to title issuance
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Lease Title

- e-Gov Application Submission Receipt
- The leasing company/buyer information entered must match the leasing company in the vehicle registration record.
- No required supporting documents
- Reciprocity fee, if applicable

- Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
- Completed OFM-approved Payment cover sheet

Salvage Title

- e-Gov Application Submission Receipt
- Total loss letter from the insurance company which includes the VIN, make and model of the vehicle, and the owner's name
 - Total loss letter must explicitly state that the vehicle has been declared a total loss
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Junk Title

- e-Gov Application Submission Receipt
- Copy of the buyer's dismantler's license if the buyer is a multipurpose business (used car, car parts, etc.), or if it is not clear that the buyer is a state-certified junk facility
 - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
 - Original document(s) may be required prior to title issuance
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

In addition to the above requirements, for Non-conforming Vehicles:

- Statement on Junk/Scrapyard company letterhead declaring that the vehicle will be completely destroyed and none of its parts will be used or sold for any reason

Self-Terminating Title

- e-Gov Application Submission Receipt
- Proof of visa change supporting continued legal residency in the United States

- i.e., Permanent Residency card, copy of an endorsed I-566, copy of the Department of Homeland Security's I-797C "Notice of Action", or other proof of continued legal residency
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Transfer Within the Diplomatic Community

- e-Gov Application Submission Receipt
- Seller's e-Gov Title Application
- Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien
 - Original document(s) may be required prior to title issuance
- Title applications for Transfers within the Diplomatic Community are processed only upon receipt of the buyer's e-Gov Registration Application, complete with buyer's proof of insurance, and according to the processing standard for vehicle registration applications.
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

OFM DMV E-mail Addresses

E-mail Address	Purpose
OFMDLApplication@state.gov	Driver License Applications Non-Driver Identification Card Applications
OFMRegApplication@state.gov	Vehicle Registration Applications
OFMTitleApplication@state.gov	Vehicle Title Applications
OFMDMVDriverServices@state.gov	Non-Eligibility Letter Requests General Driver Services Inquiries
OFMDMVMVR@state.gov	Motor Vehicle Record Requests
OFMDMVRegsTitle@state.gov	General Registration or Title Inquiries
OFMDMVInsurance@state.gov	Updated Insurance Policy Information General Insurance Inquiries
OFMDMVEnforcement@state.gov	Moving Violations Payment Receipts Responses to OFM DMV Request for Waiver of Immunity for Must-Appear Offenses
OFMDMVCompliance@state.gov	Receipts of Paid Parking Tickets General Parking Ticket Inquiries
OFMDMVInfo@state.gov	All other OFM DMV Inquiries

Note. For application status updates, please refer to the e-Gov remarks section.

OFM Regional Office E-mail Addresses

Region	E-mail Addresses
OFM New York	OFMNYCustomerService@State.gov
OFM Chicago	OFMCGCustomerService@State.gov
OFM Miami	OFMMICustomerService@State.gov
OFM Houston	OFMHOCustomerService@State.gov
OFM Los Angeles	OFMLACustomerService@State.gov
OFM San Francisco	OFMSFCustomerService@State.gov



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

Original Ownership Document Cover Sheet

Name of Foreign Mission or International Organization: _____

Transaction ID (if applicable): _____

Applicant Personal Identification Number (PID): _____

VIN #: _____

The Office of Foreign Missions (OFM) Diplomatic Motor Vehicle Office requires that each registration applicant complete the Original Ownership Document Cover Sheet in its entirety when purchasing a vehicle. OFM requires that this cover sheet accompany all original ownership documents forwarded to the Office of Foreign Missions. If the vehicle is being purchased from a dealership, the applicant is responsible for providing the dealer with the completed cover sheet. The applicant must request that the dealer attach the cover sheet to the original ownership documents before sending to OFM.



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

Payment Cover Sheet

Name of Foreign Mission or International Organization: _____

Service Fee Type: _____

Transaction ID (if applicable): _____

Applicant Personal Identification Number (PID): _____

Last 6 digits of the VIN # (if applicable): _____

The Office of Foreign Missions (OFM) Diplomatic Motor Vehicle Office requires that this cover sheet accompany any check or money order submitted to OFM's Diplomatic Motor Vehicle Office.