

16-1205

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 the updated procedures for requesting a "Non-Eligibility Letter" used to obtain motor vehicle services from the applicant's state of residence.

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 category visa holders who are not entitled to privileges and immunities are ineligible for OFM services and must apply for such services from the appropriate authorities in their state of residence. To do this, the applicant will require a Non-Eligibility letter from OFM to use at the applicant's local department of motor vehicles authority, or affiliated local motor vehicle agency (referred to as "DMV" herein). The Non-Eligibility letter authorizes the DMV in the location in which the applicant resides, to provide motor services to the bearer

in accordance with their laws and regulations, as well as their standard operating procedures.

Chiefs of Mission are informed that, as of August 15, 2016, all newly-accredited mission members who receive a Personal Identification Number (PID) from OFM and who are not eligible for OFM services will no longer need to apply separately for a Non-Eligibility Letter. For these individuals, the Non-Eligibility Letter will be automatically generated at the time that his or her Notification of Appointment is processed and will be sent directly to the individual's personal email address. Renewal letters will be generated automatically and sent via email to the individual each year thereafter as long as his or her status remains unchanged.

Mission members accredited prior to August 15, 2016, who have a PID and all other A and G category visa holders who do not have PIDs, and who wish to renew their local drivers' license, must still apply manually, via the process described in Circular Note No. 13-965 (see <http://www.state.gov/documents/organization/216231.pdf>) (hereinafter referred to as "the manual process") to receive his/her initial letter. Once the application is processed, the letter will be sent directly to the individual's personal email address. However, no application will be required for subsequent renewals. A renewal

letter will be generated automatically and sent via email to the individual each year thereafter as long as his or her status remains unchanged.

All individuals who require a replacement letter, due to loss or expiration of the letter, or name or address change, also must apply for such replacement letter using the manual process. Once the application is processed, the letter will be sent via email to the applicant.

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 and are otherwise not eligible for OFM/DMV services, may request a Non-Eligibility Letter. All manual process applications must be in writing and submitted by the individual's U.S. sponsoring organization, not by the individual. All such requests must include the applicant's full name and date of birth as they appear on the U.S. visa, PID (if applicable), as well as the complete residential address of the applicant in the United States and his or her email address. Missions should note that the non-eligibility letter will include the residential address on file with the Department; therefore missions should ensure that all change of address notifications are made in a timely manner.

If the applicant is not accredited with the Department, the application must also include an endorsement letter from the U.S. organization, agency, military

division, or sponsoring entity 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. The endorsement letter must also include the applicant's full name, date and place of birth, citizenship, complete residential address, beginning and end tour duty dates, his or her email address, as well as the Visa Foil number.

Any individual requesting a Non-Eligibility Letter who is in a terminated status must provide a copy of a Department of State-endorsed I-566 if the individual 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.

In the metropolitan Washington, D.C., area, manual process applications for "Non-Eligibility Letters" are to be submitted electronically to OFMDMVDriverServices@state.gov. Any supporting documents should be scanned and attached electronically to the email request. Missions or organizations submitting more than 10 manual applications per week must use the OFM-approved template. Processing time for Non-Eligibility Letters is approximately 10 business days from receipt of a complete application.

In the Washington Metropolitan Area, please direct any questions to the OFM Customer Service Center at 202-895-3682 or OFMDMVInfo@state.gov. If you are located outside of the Washington Metropolitan Area please contact the nearest OFM Regional office. Contact details for OFM Regional Offices may be found on OFM's website at <http://www.state.gov/ofm/ro/index.htm>.

Department of State,

Washington, August 5, 2016



