

08-08

The Secretary of State presents her compliments to Their Excellencies and Messieurs the Chiefs of Mission and wishes to inform them of a change in the manner through which foreign missions submit applications to the Department for the provision of certain privileges and benefits.

The Missions are referred to the circular diplomatic note No. 04-148, dated June 23, 2004, from the Department's Office of Foreign Missions (OFM) that introduced the E-Government Program to the diplomatic community. Since that time, 173 diplomatic missions and more than 150 consular posts have been granted access to the OFM E-Government Program allowing them to electronically submit to OFM requests for driver's licensing, tax exemption and motor vehicle registration.

The Chiefs of Mission are advised that with the exception of consular posts located in the geographic jurisdiction of OFM's New York Regional Office, the Department is now ready to designate the E-Government Program as the sole means through which foreign missions may submit applications for the above services. As of April 1, 2008, the applications listed below will only be accepted through the E-Government Program.

The applications include:

**Diplomatic Motor Vehicles**

- Application for Vehicle Registration (Form DS-100/DS-101)
- Application for Title (Form DS-102)
- Application for Replacement Plates (Form DS-104)
- Application for Driver License/Non-Driver ID (Form DS-1972D)

**Diplomatic Tax Exemption**

- Application for Tax-Exemption Card (Form DS-1972T)
- Application for Exemption from Utility Taxes (Form DS-98)
- Application for Exemption from Gasoline Taxes (Form DS-99)

The Chiefs of Missions will be advised when the use of this system also becomes mandatory for the consular posts that are serviced by OFM's New York Regional Office.

The paper documents that are required in some cases to complete the processing of the applications listed above should be delivered to the OFM Customer Service Center at 3507 International Place, NW, or the appropriate OFM Regional Office, but should not include copies of application forms already submitted on-line through the E-Government Program.

To assist the Missions the enclosed charts list the supporting documents that are currently required for applications that can be submitted via the E-Government Program and the geographic jurisdiction of OFM Regional Offices.

OFM is prepared to continue offering training on the use of the Department's E-Government Program. Diplomatic missions will receive such training through OFM's Information Management Section, which may be contacted at (202) 895-3564. Consular posts outside the Washington, DC, Metro area should contact the appropriate OFM Regional Office to arrange for such training. All foreign missions in need of initial training should schedule their training with OFM prior to March 1, 2008.



Department of State,

Washington, January 15, 2008.

**OFM's Regional Jurisdictions**

**Washington, DC** – District of Columbia, Maryland, and Virginia

**Chicago** – Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin

**Houston** – Arkansas, Colorado, Louisiana, Kansas, Nebraska, New Mexico and Texas

**Los Angeles** – Arizona, Southern California, Southern Nevada and Utah

**Miami** – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, West Virginia and the U.S. Virgin Islands

**New York** – Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont

**San Francisco** – Alaska, American Samoa, Northern California, Guam, Hawaii, Idaho, Montana, Northern Mariana Islands, Northern Nevada, North Dakota, Oregon, South Dakota, Washington and Wyoming

**Supporting Documents required for the Processing of Applications through  
OFM's E-Government Program**

Form Name	Supporting Documents
<b>Application for Vehicle Registration (DS-100/DS-101)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Submission Receipt</li> <li>2. Certificate of Origin or Title</li> <li>3. Photocopy of Insurance Binder Sheet or Photocopy of Insurance Declaration Page</li> <li>4. <u>If vehicle is new</u>: Original or photocopy of the Odometer Statement</li> </ol>
<b>Application for Title (DS-102)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Submission Receipt</li> <li>2. Lien Release Letter (if lien satisfied) or Lien Title (if lien not satisfied)</li> </ol>
<b>Application for Replacement Plates (DS-104)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Submission Receipt</li> <li>2. Photocopy of Insurance Binder Sheet or Photocopy of Insurance Declaration Page</li> <li>3. Explanation on Embassy letterhead as well as copy of police report (for stolen plates)</li> </ol>
<b>Application for Driver License/Non-Driver ID (DS-1972D)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Submission Receipt</li> <li>2. Signature Card and 1 color photo</li> <li>3. Driver License Test Form, with completed DMV test results</li> <li>4. Photocopy of non-U.S. license (if applicant has valid foreign license)</li> <li>5. Photocopy of U.S. license (if applicant has valid U.S. license)</li> </ol>

<b>Application for Tax-Exemption Card (DS-1972T)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Summary Receipt</li> <li>2. Signature Card and 1 color photo.</li> </ol>
<b>Application for Utility Tax Exemption (DS-98)</b>	<p><u>For residents of New York State ONLY:</u></p> <ol style="list-style-type: none"> <li>1. Transaction Summary/Summary Receipt</li> <li>2. New York State Form DTF-950</li> </ol> <p><u>For residents of all other states and territories:</u></p> <p>There are no supporting documents required for this application.</p>
<b>Application for Gasoline Tax Exemption (DS-99)</b>	<ol style="list-style-type: none"> <li>1. Transaction Summary/Summary Receipt</li> <li>2. Appropriate Gasoline Company Credit Card Application</li> </ol>