



**UNITED STATES MISSION TO THE UNITED NATIONS  
NEW YORK**

June 16, 2003

HC-54-03

The United States Mission presents its compliments to the Permanent Missions to the United Nations and has the honor to refer to the Diplomatic Parking Program, as contained in the annex to circular note HC-50-02 dated September 24, 2002.

The United States Mission reiterates its availability to answer any questions regarding the implementation of the Diplomatic Parking Program. The Mission is in frequent contact with the New York City Commission for the United Nations, Consular Corps and Protocol, part of the Office of the Mayor of the City of New York, regarding administration of the Program. For ease of access, the United States Mission has linked the text of the Diplomatic Parking Program, along with the Parking Violation Response Form, and Notice of Violation Appeal Form, to this Mission's Host Country Affairs Section web page at: [http://usun.state.gov/about/host\\_aff/c32159.htm](http://usun.state.gov/about/host_aff/c32159.htm). Permanent Missions are encouraged to refer to the Program via this Internet address and to print copies of forms, as needed.

The United States Mission also draws the particular attention of Missions to Section C, paragraph seven, of the Parking Program which states that, "Missions, their members and other registrants of vehicles subject to this program are expected to respond to all notices of parking violation issued by the City of New York within thirty (30) days.

All registrants should pay the parking fine or contest the parking violation.” The United States Mission reminds registrants of the importance of responding to any summonses that are received in a timely manner. While there has been a significant decrease in the number of summonses issued to vehicles registered to diplomats since the beginning of the new Program, the United States Mission considers it timely to strongly encourage all registrants of vehicles participating in the program, not yet doing so, to answer summonses within the allotted time in order to avoid the possibility of accumulating tickets and triggering sanctions described in Section D, paragraphs 18 – 21, and Section G, paragraph 42.

When contesting a summons that a registrant believes was issued in error, the United States Mission advises that the registrant give as much detail as possible, including information such as parking signs in the area and traffic conditions. It is in the best interest of the registrant requesting dismissal of a notice of violation to provide a clear picture to the Review Panel of the circumstances in which the summons was issued. As is indicated on the back of a summons, diagrams, photographs (including digital photos) and statements from witnesses may accompany the Parking Violation Response Form.

The United States Mission would also like to stress the language that appears in a footnote to the Diplomatic Parking Program: “the U.S. Department of State points out that submission of documents through the United States Mission is not the most efficient or expeditious method of responding to notices of violation and is not recommended by the U.S. Department of State.” The United States Mission will, nonetheless, be pleased to continue to forward any forms to the appropriate New York City authorities, whenever requested by Permanent Missions.

The United States Mission also takes this opportunity to encourage Missions to use the New York City Police Department Traffic Management Line at (718) 706-6062, to report any unauthorized vehicles that may park in their designated parking spaces. Missions should note the color, make, license plate number, and location for the Traffic

Line. Should the vehicle have a special placard of any kind, this information should be relayed, along with the placard number. Vehicles with official placards may also be called in to the United States Mission's Parking Coordinator at (212) 415-4144. The United States Mission has also set up an email address to receive written communications at [unparking@state.gov](mailto:unparking@state.gov).

As is stated in the Parking Program, "the New York City Department of Finance will continue to provide the head of each Mission and the office of the Under-Secretary-General for Management in the United Nations Secretariat with a monthly report listing the outstanding notices of parking violation attributed to the vehicles associated with that Mission or the United Nations Secretariat." These reports should allow Missions to monitor any violations received by vehicles registered to Missions and their staff and facilitate appropriate responses to the information provided therein.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

A handwritten signature in black ink, appearing to be the initials 'R' followed by a stylized flourish.