



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

April 21, 2004

HC-35-04

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to restate the requirements for acquiring or disposing of real property.

In accordance with United States law (the Foreign Missions Act, 22 USC 4301 et.seq.), Missions are obligated to notify the Department of State prior to a proposed lease, purchase, sale, or acquisition or other disposition of real property in the United States by or on behalf of a foreign mission. All such transactions are subject to disapproval by the Department of State.

The notification requirement applies to properties acquired for office or residential use by each Permanent Mission for its diplomatic mission to the United Nations, and to proposals for the alteration, addition, or change in use, of existing properties.

The Permanent Missions should submit a request in writing to the New York Regional Office of the Office of Foreign Missions, 866 UN Plaza, suite 265, New York, New York 10017 (fax # 212 826-4508) at the earliest opportunity in the planning process. The Department of State is required to complete its review of the request and notify the Permanent Mission within 60 days if the proposed transaction is being disapproved. In most cases, the response to the request will be forthcoming within two to three weeks. However, as a general rule, Missions should not enter into contracts of

DI P L O M A T I C N O T E

lease agreements prior to receiving an affirmative response to their request or the expiration of the sixty-day review period. If circumstances require a contract prior to expiration of the sixty-day period and no affirmative response has been received, Missions should not enter into agreements that expressly state that the execution of the agreement is subject to disapproval by the Department of State.

The written request should include, at a minimum, the following information:

- (1) the address of the property, including apartment or suite number;
- (2) the proposed use of the property, i.e., mission or residence;
- (3) the method of acquisition, i.e., whether it is a purchase, lease, alteration or expansion.

The United States Mission wishes to remind the Permanent Missions that properties acquired for diplomatic purposes are to be used in their entirety for the prescribed purposes. Property approved for diplomatic use should not be used by other government offices or leased or otherwise put to commercial use, even in part, without the express consent of the Department of State.

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 flourish.