



UNITED STATES MISSION TO THE UNITED NATIONS  
NEW YORK

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The United States Mission to the United Nations resents its compliments to the Permanent Missions to the United Nations and refers to the services provided by the Department of State's Office of Foreign Missions ("OFM"). The purpose of this note is to inform the Permanent 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 the Permanent Missions are aware, mission personnel and their dependents that enjoy privileges and immunities are required to obtain all motor vehicle services, including the Department driver's license, from OFM. This information is intended for 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 their state of residence. These applicants require a Non-Eligibility letter from OFM to use at the applicant's local department of motor vehicles, motor vehicle authority, or affiliated local motor vehicle agency (referred to as

“DMV” herein). The Non-Eligibility letter authorizes the local DMV, in the jurisdiction in which the applicant resides, to provide motor vehicle services to the bearer in accordance with their laws and regulations, as well as their standard operating procedures.

### **New Procedures**

The Permanent Mission are informed that, as of August 15, 2016, all newly-accredited mission members who receive a Personal Identification Number (PID) from The United States Mission to the United Nations 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

1. Prior to August 15, 2016 who have a PID and
2. 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.

### **Replacement Non-Eligibility Letters**

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 manually. Once the application is processed, the letter will be sent via email to the applicant.

### **Procedures for Manual Requests**

All manual applications must be

1. In writing and
2. Submitted by the individual’s organization, not by the individual.
3. All such requests must include the applicant’s full name
4. Date of birth as they appear on the U.S. visa, PID (if applicable),

5. As well as the complete residential address of the applicant in the United States and
6. His or her email address.

### **Additional Documents**

If the applicant is not accredited with the United Nations, 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

1. The applicant's full name
2. Date and place of birth
3. Citizenship
4. Complete residential address
5. Beginning and end tour duty dates
6. His or her email address, as well as
7. The Visa Foil number.

**Special Exceptions**

Any individual 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.

**Submission of Manual Requests**

Manual applications for “Non-Eligibility Letters” are to be submitted electronically to [ofmnycustomerservice@state.gov](mailto:ofmnycustomerservice@state.gov). Any supporting documents should be scanned and attached electronically to the email request. Processing time for Non-Eligibility Letters is approximately three business days.

Please direct any questions to OFM/NY at [ofmnycustomerservice@state.gov](mailto:ofmnycustomerservice@state.gov) or by phone to 646 282-2825.

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