FOREIGN DIPLOMATIC AND CONSULAR PERSONNEL IN THE UNITED STATES

Guidance for Administrative Officers

This is the first revision of Guidance for Administrative Officers which superseded the publication, Handbook for Diplomatic and Career Consular Personnel in the United States, Department of State Publication 9886.

DEPARTMENT OF STATE PUBLICATION 10576
Office of Foreign Missions
and the
Office of Protocol
December 2003

Foreword

This publication is intended primarily for the use of the administrative officer at a diplomatic or consular mission, or international organization who traditionally is involved in assisting the mission’s personnel and family members during their stay in the United States in obtaining services from the Department of State. The responsibilities for the administration of relations between the United States and foreign missions are divided between the Office of Protocol and the Office of Foreign Missions. *Guidance for Administrative Officers* provides summary guidance on obtaining services from each office.

We anticipate there will be changes to this electronic publication whenever significant changes in policy or procedure occur. These changes will be announced on the Office of Foreign Missions home page (http://www.state.gov/ofm), and hyperlinks to them will be provided.

This edition of *Guidance for Administrative Officers* is available only in electronic format.

Comments and inquiries regarding this publication should be directed to (202) 895-3544 or OFMinfo@state.gov.
This page is intentionally blank.
# Table of Contents

**Introduction** .................................................................Intro-1

General .....................................................................................Intro-1
Mission Liaison Officers .........................................................Intro-1
Telephone Inquiries ..................................................................Intro-1
Frequently Called Numbers ......................................................Intro-2
Regional Offices .......................................................................Intro-3

**Section 1** – Notification, Accreditation and Recognition .............1-1

1.1 Initial Notification ..............................................................1-1
1.2 Personal Identification Number ..........................................1-2
1.3 Agreement and Presentation of Credentials .........................1-2
1.4 Rules Applicable Only to Diplomatic Mission Personnel ..........1-2
1.5 Rules Applicable Only to Career Consular Mission Personnel .1-4
1.6 Miscellaneous Foreign Government Employees ....................1-5
1.7 Rules for Opening Honorary Consular Posts .......................1-5
1.8 Changes .............................................................................1-6
1.9 Appropriate Visa Status ....................................................1-6
1.10 Identification Cards .........................................................1-6
1.11 Family Status Justification .................................................1-7
1.12 Termination of Status ......................................................1-8
List of Sample Forms .............................................................1-9

**Section 2** - Tax Exemption Program ........................................2-1

2.1 Sales Tax Exemption ..........................................................2-1
2.2 Levels of Exemption ..........................................................2-1
2.3 Types of Sales Tax Exemption Card ....................................2-2
2.4 Who is Eligible .................................................................2-2
2.5 Use of Sales Tax exemption Cards .....................................2-3
2.6 Misuse of Tax Cards ..........................................................2-4
2.7 How to Apply for a Sales Tax exemption Card .....................2-4
2.8 Return of Tax Exemption Cards ..........................................2-5
2.9 Refunds .............................................................................2-5
2.10 Gasoline Tax Exemption ....................................................2-6
2.11 How to Apply for Gasoline Tax Exemption .........................2-6
2.12 Utility Tax Exemption .......................................................2-6
2.13 How to Apply for Utility Tax Exemption .............................2-7
2.14 Vehicle Tax Exemption .....................................................2-7
2.15 Reciprocity .......................................................................2-7
Sample Forms ........................................................................2-8
Section 3 – Diplomatic Motor Vehicle Program

3.1 Registration of Motor Vehicles
3.2 How to Register a Motor Vehicle
3.3 Insurance for a Motor Vehicle
3.4 Obtaining Insurance
3.5 Registration Documents
3.6 How to Change Residence Address
3.7 How to Replace Lost or Stolen License Plates
3.8 If a Vehicle is Stolen
3.9 Vehicle Titles
3.10 How to Obtain a Title
3.11 Converting a Non-conforming Vehicle
3.12 Reciprocal Fees and Limitations
3.13 Driver Licenses
3.14 How to Obtain a Driver License or Non-Driver Identification
3.15 Replacing a Lost or Stolen License
3.16 Change of Residence Address
3.17 Commercial driver Licenses
List of Sample Forms

Section 4 – Duty-Free Customs Entry Program

4.1 Requests for Clearance of Shipments
4.2 Categories Constituting a Shipment
4.3 Household Effects/Personal Items, Alcoholic Beverages, etc
4.4 Automobiles
4.5 Consumables and Other Items
4.6 Baggage and Effects of International Organization Personnel
4.7 Agricultural Products
4.8 Pets
4.9 Items Imported for Official Use of Diplomatic Missions, Consulates, or International Organizations
4.10 Blanket Requests for Clearance of Foreign Government-Owned Equipment
4.11 Refund of Duty
4.10 Detailed Instructions for Completion of the DS-1504
Sample Forms DS-1504

Section 5 – Expedited Port Clearance

5.1 Processing Requests
5.2 Categories
5.3 Information Which Must Be Provided for Processing
Section 6 – Foreign Vessels Visiting U.S. Ports

6.1 Naval Ship Visits
6.2 All Other Vessel Clearances
6.3 Procedure

Section 7 – Real Property Transactions and Property Tax Exemptions

7.1 Chancery Locations
7.2 Locating New Property
7.3 Notifying the Office of Foreign Missions
7.4 Locations and Zoning
7.5 Occupancy Permits
7.6 Procedures for Missions to the UN
7.7 To Acquire Property Outside Washington, DC
7.8 Real Estate Tax Exemption Program
7.9 Transfer and Recordation Tax Exemption for Properties in the Washington Metropolitan Area (except Montgomery County, MD)
7.10 Montgomery County, Maryland one-time Tax exemption
7.11 Applying for Annually Recurring Property Tax Exemption

Section 8 – Travel Program
This page is intentionally blank.