

# Protocol Procedural Manual

The following is intended to orient and assist the Permanent Missions in the various requests they need to make at the Department of State. All requests made to the Department of State, should be made through the OAS Office of Protocol (Protocol/OAS) which serves as a liaison between the Permanent Missions and the Department of State.

A diplomatic note from the Mission should always be sent together with the documentation explaining the purpose of the request.

## 1. Visas

The correct visa for members of the Permanent Missions (both diplomatic administrative and support staff) is a G-1 visa and for members of the Permanent Observer Missions is a G-3 visa.

Personal domestic staff should have a visa G-5.

In cases where the applicant arrives with the incorrect visa, a change of status must be requested at the beginning of the accreditation process. Please refer to the Change of Status Section under Visas for further instructions.

### **1.1. Visa renewal for diplomats and for administrative and service staff at the Mission (paid by the government and with visa G-1 or G-3) and their dependents.**

Send to Protocol/OAS with a diplomatic note the following:

- Form DS-1648 (<https://ceac.state.gov/agnato/>), upload a 2x2 color photo on a white background
- Send the confirmation page with the bar code
- Passport and I-94 if the applicant has more than one passport, i.e. an expired and a new passport, please send both passports.

## **1.2 Visa request (G-5) for domestic staff in country of origin hired by a G-1 or G-3 visa holder.**

The Department of State has determined that only diplomats with the rank of Ambassador or Minister may hire and bring a personal domestic employee from abroad or hire one who is already legally in the United States.

- Complete a “Pre Notification of Domestic Worker Form” (send to [Domesticworkers@state.gov](mailto:Domesticworkers@state.gov)).
- When the domestic lives abroad, send a diplomatic note requesting for the issue of a G-5 visa, specifying the city and country of the US consulate. The note should include the full name, date of birth, passport or ID number, address and telephone number of the domestic.
- An employment contract in the language the domestic speaks
- Copy of the approved “Pre-Notification of Domestic Worker”.
- Copy of the Visa and both sides of the I-94 of the employer.

**\*NOTE:** The domestic will have to fill out a DS-160, “Non-Immigrant Visa Application” and submit it to the consulate. The domestic should look on the particular consulate’s website and follow the instructions for obtaining a PIN and for then making an appointment for an interview.

## **1.3. Extension of stay for private domestics (visa G-5)**

G-5 visas are not renewed in the United States and new G-5 visas can only be issued outside the U.S. However, the Department of State Visa Office can give an extension of stay in the U.S. to a domestic employee and the extension is noted on the back of the I-94.

To request an extension of stay for a domestic employee and for their dependents please send a diplomatic note and the following documents to Protocol/OAS:

- Passports with a validity of at least two years and the I-94's of the domestic and the domestic's dependents. If the applicant has more than one passport, i.e. an expired and a new passport, please send both passports.
- Form I-539
- An employment contract signed by both the employer and the domestic in English and in Spanish
- A copy of the employer's visa and both sides of his I-94

#### **1.4. Change of Status**

In cases where the applicant arrives with the incorrect visa, a change of status must be requested at the beginning of the accreditation process. To request the change of status attach the following documents to the Notification of Appointment and send to Protocol/OAS:

- Two original form I-566 signed in **black ink** for each individual that needs to change their visa.

*Once the I-566 forms have been approved Protocol/OAS will request:*

- Form DS-1648 (<https://ceac.state.gov/agnato/>), upload a 2x2 color photo on a white background
- Send the confirmation page with the bar code
- Form I-539- one per family
- Passport and I-94

#### **1.5. I-94 Replacement**

To request a replacement I-94 in the case that the original is lost, send the following documents to Protocol/OAS:

- Form I-102

- Passport and visa
- Written statement in English explaining the reason for requesting an I-94 replacement
- Copy of the police report
- Proof of last entry into the United States (i.e. flight itinerary, copy of plane tickets, etc.)

## **2. Accreditations**

### **2.1. Accreditation of diplomats, non-diplomatic staff, and their dependents:**

For accreditations, send the following documents to Protocol/OAS:

- Form DS-2003, “Notification of Appointment of Foreign Diplomatic Officer”
- Four recent passport color photos on a white background of the principal and three photos for each dependent. No photographs are needed for persons under 15 years of age.
- Copy of the passports, both sides of the I-94 forms, and of the visas of the principal and of each dependent.
- Form DS-2007, “Notification of Dependents of Diplomatic Consular and Foreign Government Employees” when there are more than 2 dependents.

**\*NOTE:** In cases when the applicant does not have a G-1 visa (or in the case of Observers, a G-3 visa) a Change of Status must be requested at the beginning of the accreditation process. Please refer to the Change of Status Section under Visas for further instructions.

### **2.2. Accreditations of dependents whose arrival is after the principals’**

Send the following documents to Protocol/OAS:

- Form DS-2006 'Notification of Change' noting in the 'Remarks' section, the names, dates of birth, and date of arrival of the dependents.
- Form DS-2007, 'Notification of Dependents of Diplomatic, Consular and Foreign Government Employees'
- Copies of the passports, visas, both sides of the I-94, and photographs (of persons over 15 years old) of the dependents
- Copy of the visa and I-94 of the principal.

### **2.3. Dependents over 21 years of age**

Upon reaching the age of 21, children are no longer considered dependents. However, dependency will be extended to children between 21 and 23 if these are studying full time and carrying a minimum of 12 credits at an accredited university.

Dependents of non-diplomats will be able to continue working until the age of 23.

In order to request a family justification and obtain a diplomatic id, driver's license, and tax exemption card submit the following documents to Protocol/OAS:

- Form S/CPR-05; "Family Status Justification"
- Copy of the official university listing of the classes being taken (a minimum of 12 credits).
- A letter or other official university document which indicates estimated date of graduation.
- If the student has a copy of the I-102 given to him by the university, a copy should also be attached.

#### **2.4. Accreditation when one spouse works at a Permanent Mission and the other at an embassy.**

- Both spouses must be notified at the Department of State as principals by their respective employer and each one should include in their accreditation, the information concerning the spouse and their children. Please send to Protocol/OAS the same documents listed in the Accreditation Section.

#### **2.5. Accreditation of diplomats who are legal U.S. residents**

Diplomats who are US residents must be notified at the Department of State but will not be extended privileges and immunities unless they rescind their resident status.

For purposes of this notification send to Protocol/OAS the following:

- Form DS-2003, “Notification of Appointment of Foreign Diplomatic Officer”
- Form DS-2007, ‘Notification of Dependents of Diplomatic, Consular and Foreign Government Employees”
- Copies of the principal’s Permanent Resident Card and passport.
- Copies of the dependents’ Permanent Resident Card and passport (if applicable)

#### **2.6. Accreditation of domestic staff (G-5 visa)**

Send to Protocol/OAS the following:

- Form DS-2004 “Notification of Appointment of Foreign Government Employee”
- Copies of the employer’s passport, visa, and both sides of the I-94

- Copies of the domestic employee's passport, visa, and both sides of the I-94
- 3 recent color photographs on a white background of the domestic employee
- Employment contract in English and in Spanish signed by the employer and the domestic employee

### **3. Driver's License and Vehicle Processes**

#### **3.1. Driver's Licenses**

Individuals accredited as diplomats at the Department of State and their dependents who wish to drive a vehicle are required to have a diplomatic driver's license issued by the Department of State. Each eligible member of the family (dependents between 16 and 21 years of age) should send the following to Protocol/OAS:

- Form DS-1972
- Two color passport photos on a white background
- Legible copy of both sides of a valid driver's license. This license should specify dates of issue and expiration

#### **3.2. Learner's Permit**

Persons (16 years of age or older) who are requesting a US license for the first time and who do not have a valid license from their country of origin must indicate that they are applying for a *Learner's Permit*, and send the following documents to Protocol/OAS:

- Form DS-1972
- Two color passport photos on a white background

### **3.3. License for Motorcycles**

Send to Protocol/OAS the following documents:

- Form DS-1972 specifying the license requested is for a motorcycle
- Copy of driver's license from country of origin (front and back)
- Two color passport photos on a white background

### **3.4. Driver's License and Identification Card for Non-Diplomats**

Persons with no diplomatic status who need a license or ID card should request, through Protocol/OAS, a letter from the Department of State addressed to the Department of Motor Vehicles (DMV) of the state in which they reside.

For the letter the applicant should send Protocol/OAS the following information:

- Full Name
- Date of Birth
- PID Number
- State of Residence (Virginia, Maryland, or Washington D.C.)

### **3.5. Vehicle Registration**

The Mission and the diplomat must register all acquired vehicles to the Department of State, whether they are bought or leased, and must use the diplomatic license plates that are assigned.

To register a vehicle, send the following documents to Protocol/OAS:

- Form DS-100 for Mission vehicles
- Form DS-101 for personal vehicles
- Attach the original certificate of origin (for new vehicles)



- Attach the title (for used vehicles)
- A copy of the insurance policy with the required minimum limits of coverage (100,000/300,000/100,000 or combined 300,000)
- In the case of new vehicles, a copy of the odometer statement and a copy of the buyer's order or receipt
- In the case of used vehicles bought from a dealership, the original Dealer's Reassignment of Title must be submitted

### **3.6. Registering a vehicle imported to the United States**

To register a vehicle that is being imported to the United States send the following documents to Protocol/OAS:

- Form DSP-101
- Copy insurance policy covering this vehicle with the required minimum limits of coverage (100,000/300,000/100,000 or combined 300,000)
- Form DS-1504, "Request for Customs Clearance of Merchandise" include the following information concerning the vehicle: Make, model, year, value, the Vehicle Identification Number (VIN), and whether or not the vehicle meets the national safety and pollution standards.
- Copy of the bill of lading

**\*NOTE:** Please note that a vehicle that does not meet the national safety and pollution standards may not be sold in the United States unless it is brought into compliance.

### **3.7. Renewal of Vehicle Registration and decals**

The Department of State automatically renews vehicle registration and decals in the month that they expire. In order for this to occur, the Department of State needs a copy of the current insurance policy in their database. To avoid delays and complications, it is imperative to send to Protocol/OAS a copy of the Declarations Page each time it is paid for and

renewed, noting on them by hand the plate number (or plate numbers, if the owner owns more than one vehicle) and the owner's PID number.

### **3.8. Motorcycle Registration and Tags**

To register a motorcycle and obtain tags send to Protocol/OAS the following documents:

- Form DS-101
- Original title
- Copy of the insurance policy with the required minimum limits of coverage (100,000/300,000/100,000 or combined 300,000)

### **3.9. Selling, exporting a vehicle, or self terminating**

Send to Protocol/OAS the following:

- Form DSP-102 specifying if the vehicle will be sold to a diplomat, exported, or self-terminated
- For self terminating cases a letter of termination should be sent before requesting the title
- If the vehicle was acquired with a loan then a copy of a letter from the bank indicating that the loan has been paid must be included.
- For vehicles that will be exported, the Department of State will issue a provisional license plate for a month as long as they have a copy of the current insurance policy.

**\*NOTE:** A title may not be requested when selling a vehicle without a buyer

#### **4. Tax Exemption Program**

The importation of articles free of duties and the purchase of items in bonded warehouses are among the privileges which are accorded to the Permanent Missions and their diplomatic staff.

##### **4.1. Importation of Personal Effects and Other Articles**

Send to Protocol/OAS the following documents:

- Form DS-1504
- Specify in the “Carrier-Supplier” box: the name of the ship, the voyage number, and the estimated date of arrival
- In the “Description of Merchandise” section include the number of boxes and a general description of the cargo (i.e. used household items and personal effects), the address where the cargo will be stored before leaving customs and the importer’s delivery address
- Attach a copy of the airway bill or bill of lading and Notice of Arrival

##### **4.2. Bonded Warehouse**

Send to Protocol/OAS the following documents:

- Copy of the Duty-Free form that this office has prepared

##### **4.3. Tax Exemption Cards**

Diplomats and their dependents 18 years or older that are accredited through the Department of State are entitled to a tax exemption card.

To apply for a tax exemption card send the following documents to Protocol/OAS:

- Form DS-1972
- A recent passport photograph on a white background

#### **4.4. Gasoline Tax Exemption**

Send to Protocol/OAS the following documents:

- “Business Application” for a gas card
- Form DS-99
- Copy of the tax exemption card of the owner

#### **4.5. Tax Exemption on Utilities: Electricity, Gas, Water, and Telephone**

Send to Protocol/OAS the following documents:

- Form DS-98, one for each service
- Copy of the tax exemption card

**\*NOTE:** Some counties do not grant tax exemption on certain services.

### **5. Employment Authorizations**

#### **5.1. Employment Authorization**

Dependents of principals with G-1, G-3, and G-5 visas who are recognized by the Department of State may request an Employment Authorization Card. Send to Protocol/OAS the following documents:

- 2 original I-566 Forms signed in black ink
- Form I-765 signed in blue ink and with the Mission address
- Countries with *De Facto* Agreements with the United States must include a letter from the employer specifying type of work, working hours and salary. (Belize, Chile, Dominican Republic, France, Haiti, Mexico, Paraguay, Suriname)

- Copies of the passport, visa, and both sides of the I-94 of the applicant
- Copies of the passport, visa, and both sides of the I-94 of the principal
- Two color passport photographs on a white background

## **5.2. Employment Authorization for dependents over age 21**

Dependents between the ages of 21 and 23 who are fulltime (carrying a minimum of 12 credits) students at an accredited university are allowed to work.

In order to obtain a work permit send the following documents to Protocol/OAS:

- 2 original I-566 Forms signed in black ink
- Form I-765 signed in blue ink and with the Mission address
- Countries with *De Facto* Agreements with the United States must include a letter from the employer specifying type of work, working hours, and salary. (Belize, Chile, Dominican Republic, France, Haiti, Mexico, Paraguay, Suriname)
- A document from the university's Registrar's Office indicating the courses the student is enrolled in, number of academic credits and the estimated date of graduation.
- Copies of the passport, visa, and both sides of the I-94 of the applicant
- Copies of the passport, visa, and both sides of the I-94 of the principal
- Two color passport photographs on a white background

### **5.3. Employment Authorization for dependents under age 16**

In order to obtain a work permit for a dependent under the age of 16 the minor must be a full time student at an accredited school. Send to Protocol/OAS the following:

- 2 original I-566 Forms signed in black ink
- Form I-765 signed in blue ink and with the Mission address
- Countries with *De Facto* Agreements with the United States must include a letter from the employer specifying type of work, working hours, and salary. (Belize, Chile, Dominican Republic, France, Haiti, Mexico, Paraguay, Suriname)
- A 'Labor Certificate' issued by the school which based upon the student's academic record, authorizes him to work
- Copies of the passport, visa, and both sides of the I-94 of the applicant
- Copies of the passport, visa, and both sides of the I-94 of the principal
- Two color passport photographs on a white background

## **6. Termination of Functions**

### **6.1. Termination of Diplomatic Functions**

Send to Protocol/OAS the following documents:

- Form DS-2008
- Attach all diplomatic identification cards, tax exemption cards, and diplomatic driver's licenses issued by the Department of State to the principal and dependents.

**6.2. Termination of services of domestic employees and administrative staff**

Send Form DS-2008 to Protocol/OAS.