



Special Notice

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Do You Sell or Lease Vehicles to Foreign Consuls or Consular Missions?

The U.S. Department of State's Office of Foreign Missions (OFM), Diplomatic Motor Vehicles Division can verify a Foreign Consul's tax-exempt status and provide proof to support a tax-exempt sale or lease of a vehicle.

When selling or leasing a vehicle to a Foreign Consul or Consular Mission you should do the following:

1. Ask the purchaser for one of the following: valid U.S. Department of State issued photo identification, Mission Tax Exemption Card, Personal Tax Exemption Card, Driver's License, or Consular or Diplomatic Identification Card. You must keep a copy of the front and back of the card provided. (Note: Foreign Consuls may **not** possess a California Driver's License.)
2. Call the OFM regional office closest to the purchaser's residence and request a letter confirming the vehicle sale or lease is to a purchaser who is eligible for the exemption from tax. A separate letter is required for each vehicle sold or leased. The OFM regional office for Northern California is in San Francisco at 415-744-2910. The OFM regional office for Southern California is in Los Angeles at 310-235-6292.
3. Keep a copy of the letter that OFM will fax you verifying the vehicle sale or lease, to the purchaser, is exempt from the sales or use tax. This letter is the only acceptable documentation for the consular or diplomatic tax exemption on a vehicle sale or lease.

Consular vehicle registration/title procedures have not changed. Consular and/or Diplomatic missions and their members (including dependents) may **not** register or title vehicles with the California Department of Motor Vehicles. All such vehicles must be registered and titled with the OFM regional office closest to the purchaser's residence.

If you have questions or concerns regarding this policy, please contact the OFM at 415-744-2910 in San Francisco or 310-235-6292 in Los Angeles.

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