This form is provided to diplomatic and consular officials to register the vehicle(s) that will be allowed to utilize diplomatic service or delivery on-street parking in the areas designated by the City of New York.

Please complete all sections below. One form must be filled out for each designated vehicle. In addition to the form, please provide one copy of each of the required documents (vehicle registration, insurance, and the identification card of the individual who will pick-up the decals.) Please do not alter this form.

Due to the COVID-19 pandemic, applications will be accepted electronically by e-mail. The complete documentation package must be e-mailed to: diplomaticparking@cityhall.nyc.gov. Please indicate the following information in the subject line of the e-mail: (a) the country, (b) the affiliation type (Consulate or Mission), and (c) the decal type (service or delivery.) Partial documents will NOT be accepted. Faxed documents will NOT be accepted.

Please note that vehicles that are not properly registered and insured cannot be issued a Delivery or Service Vehicle Decal. Once accepted, complete documentation packages will be processed and applicants will be notified once their decals are ready to be collected from the NYC Mayor’s Office for International Affairs. All decals must be affixed in the lower corner of the windshield on the driver’s side to the designated vehicle. Please see the second page of this document for additional information.

PLEASE PRINT OR TYPE ALL INFORMATION

PART 1  APPLICATION TYPE

Request Type:  Mark All That Apply  ☐ Delivery Vehicle  ☐ Service Vehicle

PART 2  REGISTRANT INFORMATION

Last Name: _____________________  First Name: _____________________

Address: ________________________  City: ___________  State: ______  Zip Code:_______

Direct Daytime Telephone: ________________  Mission/Consulate: ______________________

PART 3  VEHICLE INFORMATION

Vehicle Plate No. _____________________  Vehicle Make: _____________________

Vehicle Model: _______________________  Vehicle Year: ______________

Vehicle Identification Number: _________________________

PART 4  SIGNATURE AND DATE

SIGNATURE: _____________________  DATE: ______________
**Service Vehicle Decals**
Under the terms of the Parking Program, each Mission may designate only two DOS Plate Vehicles with “D” series license plates, each Consulate that is allocated two parking spaces may designate only two DOS Plate Vehicles with “C” series license plates, each Consulate that is allocated one parking space may designate only one DOS Plate Vehicle with “C” series license plate. These designated vehicles will be issued, by the City of New York, a non-transferable Service Vehicle Decal.

The driver of a vehicle bearing a non-transferable Service Vehicle Decal may wait only in (a) an area where the driver of an ordinary passenger vehicle is permitted to wait, (b) a parking space assigned to his or her own Mission or Consulate, or (c) a parking space assigned to another Mission or Consulate, with the permission of such Mission or Consulate.

**Delivery Vehicle Decals**
When not in delivery service, delivery vehicles must park in off-street or other legal parking spaces. Under the terms of the Parking Program, the City of New York has provided 35 spaces to be used exclusively by DOS Plate Vehicles bearing non-transferable Delivery Vehicle Decals for the purpose of mission and consular deliveries.

The Delivery Vehicle Decal authorizes such vehicle to stand temporarily (no more than thirty (30) minutes) for the purpose of and while actually engaged in delivering, loading or unloading for official business in either (a) the parking space or spaces assigned to such Mission or Consulate, (b) the parking space or spaces of the Mission or Consulate to which the delivery is being made, with the permission of such Mission or Consulate, or (c) the 35 spaces designated for exclusive use by vehicles bearing non-transferable Delivery Vehicle Decals.

**Dual-Designation**
Any Mission or Consulate may dual-designate a vehicle as both its service vehicle and its delivery vehicle, and affix both a non-transferable Service Vehicle Decal and a non-transferable Delivery Vehicle Decal to such vehicle and such dual-designated vehicle may park in such Mission’s or Consulate’s designated parking space or spaces.

**Termination**
A Service Vehicle Decal or Delivery Vehicle Decal may be withdrawn and the privileges associated therewith may be cancelled by the City of New York at any time, following consultation among the NYC Mayor’s Office for International Affairs, the U.S. Department of State, the New York City Department of Finance and the affected Mission or Consulate if such privileges are abused. If the registration for a vehicle issued a decal is no longer valid, the registrant must return that decal to the NYC Mayor’s Office for International Affairs.