



United States Department of State

Washington, D.C. 20520

November 12, 2024

NOTICE
Updated OFM Contact Information

The following information is intended to assist foreign missions with determining how and when to contact the Office of Foreign Missions (OFM).

OFM's Foreign Mission Service Center (FMSC)

The following information is primarily intended for foreign missions located in the National Capital Region.

OFM's Foreign Mission Service Center (FMSC) responds to inquiries associated with OFM's provision of accreditations, customs clearances, dependent work authorizations, motor vehicle services, and tax-exemptions.

- (202) 274-1217
 - (**only** operable on Wednesdays from 9:00 a.m. to 1:00 p.m.)
- OFM-FMS@state.gov

In order to deliver efficient customer service, OFM's **preferred** means for receiving and managing inquiries from properly designated foreign mission points of contact related to the provision of accreditation, dependent work authorization, importation, motor vehicle services, and tax-exemptions is by electronic mail at OFM-FMS@state.gov.

Inquiries transmitted via the above telephone number or email address must solely be made by properly designated foreign mission points of contact.

OFM's Foreign Mission Service Center is located at:
3507 International Place, NW
Washington, DC 20520

OFM's Office of Policy & Reciprocity

The Office of Policy and Reciprocity (OFM/PR) is responsible for the formulation and management of a wide array of policies associated with the following programs for the bilateral foreign mission community in the United States and its territories: Bonded Warehouse; Importation; Dependent Work Authorization; Tax-Exemption; Accreditation; the Diplomatic Motor Vehicle Program; and Immunities. Additionally, OFM/PR manages and responds to matters related to the following topics: the health insurance expectations for foreign mission members; general labor inquiries; and other policy matters impacting the operations of a foreign mission.

In order to deliver efficient customer service, OFM/PR's **preferred** means for receiving and managing inquiries from properly designated foreign mission points of contact related to these programs is via email at OFM-Policy@state.gov. Foreign missions points of contact may also call during regular business hours at (202) 695-8220.

OFM's Office of Policy & Reciprocity is located at:
2201 C Street, NW
Room 2236
Washington, DC 20520

OFM's Office of Property & Special Projects

The Office of Property & Special Projects (PSP) is responsible for foreign mission property and management issues, including property acquisition, occupancy and use, relocation and renovation, and is the primary point of contact for emergencies and natural disasters that potentially could impact the foreign mission community. In addition, PSP oversees the International Chancery Center, the Foreign Missions Center, custodial property, and organizes OFM events for the foreign mission community, such as the Diplomacy Factory Speaker Series, the Street Festival, Trick-or-Treat Ball,

and Gingerbread Diplomacy Contest. Please use the following email addresses to contact PSP:

- For questions regarding honorary consulates:
HonoraryConsul@state.gov
- For questions on foreign mission parking in the United States:
OFMParking@state.gov
- For questions on foreign mission banking services in the United States:
OFMAccounts@state.gov
- For all other questions related to foreign mission property and management: OFMProperty@state.gov
- For questions regarding foreign mission personnel or property or foreign nationals impacted by emergencies and natural disasters:
OFMEmergency-Mgt@state.gov
- For any other questions, please call PSP at (202) 695-8282.

OFM's Office of Property & Special Projects is located at:
2201 C Street, NW
Room 2236
Washington, DC 20520

OFM's Information Services Division

The Office of Information Services (OFM/OPS/IS) is responsible for the development and technical support of OFM's eGov application (<https://egov.ofm.state.gov/>) utilized by the foreign missions to submit notifications and privilege requests to the Department of State. OFM/OPS/IS manages and responds to all technical matters concerning the eGov application, including account creation/deletion, password reset, or any technical disruption that prevents the foreign missions from submitting transactional requests.

- OFMHelpDesk@state.gov

OFM's Information Services Division is located at:
3507 International Place, NW
Washington, DC 20520

Office of OFM's Director

OFM's Front Office (OFM/FO) is responsible for managing meeting requests, engagements, and invitations for the Director and Principal Deputy Director. OFM/FO can be contacted through the following email and telephone number:

- (202) 695-8255
- OFMFrontOffice@state.gov

The Office of OFM's Director is located at:
2201 C Street, NW
Room 2236
Washington, DC 20520

OFM's Regional Offices - Chicago, Houston, Los Angeles, Miami, New York, and San Francisco

Contact information for the OFM Regional Offices is available online at <https://www.state.gov/regional-offices-office-of-foreign-missions/>.