



OFFICE OF THE MAYOR
MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS

AISSATA M.B. CAMARA
DEPUTY COMMISSIONER & CHIEF OF STAFF

December 11, 2024

RE: 2025 Diplomatic and Consular Parking Program Decals

Excellencies:

As we begin another successful year of the Diplomatic and Consular Parking Program, we are pleased to announce that starting **Wednesday, December 11, 2024, the 2025 Service (S) and Delivery (D) decals are available for processing.**

Each year, our team works diligently to improve your experience with the decal process. **We are proud to announce that we are going to accept your 2025 application and documents through our new [online submission system](#).** Upon processing the application(s), our team will book an appointment for distribution of the physical decal at our office located at **2 United Nations Plaza, 27th Floor, New York, NY, 10017. Appointments will be required to pick up processed decals; please bring the original application documents to the appointment.**

The complete documentation package must be submitted online. Partial documents will **NOT** be accepted. Faxed documents will **NOT** be accepted. Please submit the following documents through our system:

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| ▪ A Service or Delivery DECAL REQUEST APPLICATION for each vehicle. The application is <i>available on our here.</i> |
| ▪ A COPY of each vehicle's REGISTRATION and INSURANCE CARD . |
| ▪ For delivery vehicles only: DOCUMENTATION indicating that OFFSTREET PARKING has been arranged in a GARAGE or OTHER LEGAL PARKING . |
| ▪ The INFORMATION of the person who will pick up the decal. <i>Decals will only be issued to this person; if you need to change the information of this person, you must notify us in writing via our email address diplomaticparking@cityhall.nyc.gov</i> |

Once you submit your application, you will receive a **reference number** that you must include in the subject line of all subsequent communications with our office regarding your application.

Decals will not be issued to any vehicle with 3 or more unpaid past-due parking tickets that are more than 100 days past due. If you have made a recent payment, please include a copy of the receipt as proof of payment.

The NYC Mayor's Office for International Affairs will **NOT** issue replacement non-transferable decals to any Mission or Consulate failing to furnish our office with its original decal(s.) **Please bring the originally issued decals, even if the decals have been damaged due to removal.** If your office is unable to locate the original decal(s,) you will need to seek an approval letter from the Office of Foreign Missions New York Regional Office (OFM NY,) if you are a Consulate or from the U.S. Mission to the United Nations (USUN/Host Country), if you are a



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Mission. The letter of approval must be submitted to our office before we can process your application. Additionally, all parking tickets accrued due to the failure to acquire a replacement decal properly will be the responsibility of the Mission or Consulate.

We strongly encourage you to pick up all decals as soon as possible to avoid parking summonses. After December 31, 2024, a vehicle must bear a diplomatic/consular license plate and a 2025 "S" or "D" decal to use a designated diplomatic or consular parking space.

If you have any questions, please do not hesitate to contact us at diplomaticparking@cityhall.nyc.gov or (212) 319-9300.

Thank you for your time and consideration of this important matter.

Please accept, excellencies, the assurances of my highest consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Camara".

Aissata M.B. Camara
Deputy Commissioner for Policy & Strategic Initiatives and Chief of Staff