



OFFICE OF THE MAYOR  
MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS

EDWARD MERMELSTEIN  
COMMISSIONER

March 6, 2023

**RE: 2023 Diplomatic and Consular Parking Program Decals**

Dear Ambassador/Consul General:

As we begin another successful year of the Diplomatic and Consular Parking Program, we are pleased to announce that starting **Tuesday, March 7, 2023, the 2023 Service (S) and Delivery (D) decals are available for processing.** Applications will be accepted electronically by e-mail. Upon processing the applications, our team will book an appointment for distribution of the physical decal at our office located at **2 United Nations Plaza, 27<sup>th</sup> 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 e-mailed to: [diplomaticparking@cityhall.nyc.gov](mailto: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 submit the following documents:

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| ▪ A Service or Delivery <b>DECAL REQUEST FORM</b> for each vehicle. <i>Blank request forms are available on our <a href="#">website</a>.</i>                     |
| ▪ A <b>COPY</b> of each vehicle's <b>REGISTRATION</b> and <b>INSURANCE CARD</b> .  |
| ▪ For delivery vehicles only: <b>DOCUMENTATION</b> indicating that <b>OFFSTREET PARKING</b> has been arranged in a <b>GARAGE</b> or <b>OTHER LEGAL PARKING</b> . |
| ▪ A <b>COPY</b> of the Mission or Consulate <b>PHOTO ID CARD</b> of the person who is picking up the decal. <i>No decals will be issued without copies.</i>      |

**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 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 properly acquire a replacement decal will be the responsibility of the Mission or Consulate.



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**We strongly encourage you to pick up all decals as soon as possible to avoid parking summonses.** To use a designated diplomatic or consular parking space after March 31, 2023, a vehicle must bear a diplomatic/consular license plate and a 2023 "S" or "D" decal.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "E. Mermelstein", written over a light-colored rectangular background.

Edward Mermelstein  
Commissioner