



OFFICE OF THE MAYOR
MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS

PENNY ABEYWARDENA
COMMISSIONER

May 5, 2016

Dear Ambassador/Consul General:

We write to remind you, our valued partners, that the Mayor's Office for International Affairs requires those Missions and Consulates seeking to acquire replacement 2016 non-transferable Service and Delivery Decals for vehicles acquired after the annual issuance of non-transferable decals *to attach the original decal to their decal applications*.

As always, please bring the following documents when applying for replacement decals:

<ul style="list-style-type: none">▪ A Service or Delivery <u>DECAL REQUEST FORM</u> for each vehicle <i>(Blank request forms are available online at our website)</i>
<ul style="list-style-type: none">▪ A <u>COPY</u> of each vehicle's <u>REGISTRATION</u> and <u>INSURANCE CARD</u>
<ul style="list-style-type: none">▪ For delivery vehicles only: <u>DOCUMENTATION</u> indicating that <u>OFF-STREET PARKING</u> has been arranged in a <u>GARAGE</u> or <u>OTHER LEGAL PARKING</u>
<ul style="list-style-type: none">▪ A <u>COPY</u> of the Mission or Consulate <u>PHOTO ID CARD</u> of the person who is picking up the decal. <i>(No decals will be issued without copies.)</i>

Please ALSO bring the originally-issued decals, even if the decals have been damaged due to removal.

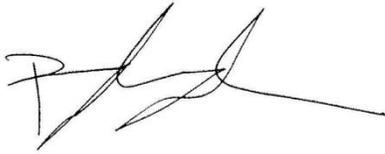
(NOTE: Decals will not be issued to any vehicle with 3 or more unpaid past due parking tickets. If you have made a recent payment, please bring a copy of the receipt as proof of payment.)

Effective immediately, the Mayor's Office for International Affairs **WILL REFUSE** to issue replacement non-transferable decals to any Mission or Consulate failing to furnish our office with its original decals, with no exceptions granted under any circumstances. Additionally, all parking tickets accrued due to the failure to properly acquire a replacement decal will be the responsibility of the offending Mission or Consulate.

We thank you for your cooperation in this matter, and look forward to our continued partnership.

If you have any questions, please do not hesitate to contact us at (212) 319-9300.

Sincerely,

A handwritten signature in black ink, appearing to read 'Penny Abeywardena', with a long horizontal flourish extending to the right.

Penny Abeywardena
Commissioner