



### Return of Dominican Driver's License

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), informing the return of the Dominican driver's license, indicating the full name and rank of the official who completed their mission in the country.
- 2-Return of the original Dominican driver's license.



### Duplicate Request for Lost and/or Damaged Accreditation Cards, ITBIS Exemption Cards, and Driver's Licenses

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the duplicate due to loss or deterioration.
- 2-Copy of the passport and the identification card issued by the Ministry of Foreign Affairs (MIREX), for diplomatic agents and/or representatives and officials of international organizations.
- 3-Police report issued by the National Police in case of loss or theft.
- 4-2x2 photo scanned in PNG digital format, which must be sent to the following email addresses:  
[inmunidadesyprivilegios@mirex.gob.do](mailto:inmunidadesyprivilegios@mirex.gob.do) / [protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do)



### National Taxpayer Registry (RNC) Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the National Taxpayer Registry (RNC).
- 2-Sworn Declaration Form for the registration and updating of corporate data (RC-02), completed, signed, and sealed.
- 3-Copy of the passport of the representative designated by the Mission and/or International Organization.

**Note:** The General Directorate of Internal Taxes (DGII) may require additional documents it deems necessary.



### Motor Vehicle Transfer Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the transfer of the vehicle, including the information of the beneficiary (full name, position currently held or previously held) or of the Mission, or of the vehicle owner, and the buyer's information (ID card, passport, and/or Tax Identification Number - RNC).

- 2-Original registration.
- 3-Exemption order issued by the Ministry of Finance and Economy (date of vehicle exemption).
- 4-License plate or metal tag.
- 5-Receipt of payment of the tax fee established by the Ministry of Finance and Economy for the transfer.
- 6-Copy of the buyer's identity card or passport.
- 7-Original bill of sale, duly signed and notarized. In the case of a transfer due to the vehicle being unusable, the following must be attached:
  - a) Police report indicating the incident.
  - b) Release letter issued by the insurance company.
  - c) Photos showing the condition of the vehicle.



### Vehicle Nationalization Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the vehicle's nationalization, including the beneficiary's information (full name, position held). Additionally, the note must clearly explain the reasons for deciding to nationalize the vehicle, whether the beneficiary is a diplomatic agent, representative, or official of an international organization.
- 2-Original vehicle registration.
- 3-Exemption order issued by the Ministry of Finance and Economy (date of vehicle exemption).
- 4-License plate or metal tag.
- 5-Receipt of payment of the tax fee established by the Ministry of Finance and Economy.



### Vehicle Re-export Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the re-export of the vehicle, including the beneficiary's information (full name, position held) and indicating the destination country.
- 2-Exemption order issued by the Ministry of Finance and Economy (date of vehicle exemption).
- 3-License plate or metal tag.
- 4-Receipt of payment of the tax fee established by the Ministry of Finance and Economy.
- 5-Original vehicle registration.

**Observation:** In the event that the destination country requires the original vehicle registration for re-export, the Ministry of Foreign Affairs (MIREX) must be informed in the same Verbal Note requesting the re-export, and a copy of the registration must be attached.



Ministry of Foreign Affairs  
Dominican Republic

## Directorate of State Ceremonial and Protocol



## Department of Immunities and Privileges

Requirements for exemption requests, regulated by Law 97 of 1965 and Regulation No. 2431 of 1984, which apply to the Diplomatic and Consular Corps and accredited International Organizations in the Dominican Republic.

## I. Accreditations



### Accreditation Card Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), informing the arrival of the official in the country and whom they replace.
- 2-Copy of the appointment and/or designation issued by the accrediting country.
- 3-Duly completed form.
- 4-Copy of the diplomatic or official passport.
- 5-Entry stamp of the country.
- 6-2x2 photo with a white background (no selfies), scanned in JPG or PNG format, in high resolution, which must be sent to the following email addresses:  
[adiplomatica@mirex.go.do](mailto:adiplomatica@mirex.go.do) / [protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do)
- 7-Signature of the incumbent in blue ink, with good thickness, scanned in JPG or PNG format, which must be sent to the following email addresses: [adiplomatica@mirex.go.do](mailto:adiplomatica@mirex.go.do) / [protocolord@mirex.-](mailto:protocolord@mirex.-)



### Renewal of Accreditation Card Request

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting renewal of the card.
- 2-Duly completed form.
- 3-Return of the expired card of the beneficiary.
- 4-Copy of the diplomatic or official passport.
- 5-Updated photo, size 2x2, white background (no selfie), scanned in JPG or PNG format, in high resolution, which must be sent to the following email addresses:  
[adiplomatica@mirex.go.do](mailto:adiplomatica@mirex.go.do) / [protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do)
- 6-Signature of the incumbent in blue ink, with good thickness, scanned in JPG or PNG format, which must be sent to the following email addresses:  
[adiplomatica@mirex.go.do](mailto:adiplomatica@mirex.go.do) / [protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do)



### Return of Accreditation Card due to End of Mission in the Country

#### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), notifying the end of mission.
- 2-Return of the original accreditation card.

#### Observations and Suggestions:

- a) Do not sign on lines or graph/grid paper.
- b) Select only the part of the signature and/or photo when scanning the document.
- c) Send the signature and/or photo files individually.
- d) Name the submitted files with the applicant's name for easy identification.

## II. Systematized Process

### Single Foreign Trade Window - VUCE



#### Documentation for Vehicle Exemption

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the exemption from Customs duties and the Tax on the Transfer of Industrialized Goods and Services (ITBIS). This note must include detailed vehicle information (chassis, year, make, and model), as well as the full name and rank of the owner, in addition to identifying the Diplomatic Missions and/or International Organizations involved, as applicable.
- 2-Copy of the relevant shipping document, either Bill of Lading (BL) or Air Waybill (AWB).
- 3-Customs Settlement Template (printed or “printer”), in status 30 (inspected) and/or status 40 (approved).
- 4-Endorsement letter issued by the dealership, if the vehicle was purchased in the country.
- 5-Form IET-007 for Embassies or IET-003 for International Organizations, duly downloaded and completed from the official website of the Ministry of Finance and Economy, for inclusion in the file.
- 6-Corresponding Single Customs Declaration (DUA).

**Observation:** To upload the request to the aforementioned platform, it must be done through a customs agent, duly contracted by the official or the mission, or through the dealership where the vehicle was purchased.

Once this procedure is completed, the Ministry of Foreign Affairs (MIREX) will forward the document through the platform to the Ministry of Finance and Economy, which will approve it and send the physical document authorizing the General Directorate of Internal Taxes (DGII) so that the Motor Vehicle Services Center can proceed with issuing the license plate and registration.



#### Exemption Request for Import of Personal Effects and Mission Items

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the exemption from Customs duties and the Tax on the Transfer of Industrialized Goods and Services (ITBIS), specifying the name and rank of the beneficiary and detailing the items intended for the use of the Missions and/or Organizations.
- 2-Copy of the shipping document, which may be a Bill of Lading (BL) or Air Waybill (AWB).
- 3-Customs Settlement Template (printed or “printer”) in status 30 (inspected) and/or status 40 (approved).
- 4-Form IET-007 for Embassies and IET-003 for International Organizations, duly downloaded and completed from the website of the Ministry of Finance and Economy, to be included in the file.
- 5-Corresponding Single Customs Declaration (DUA).



## III. Non-Systematized Processes

These are requests that are not processed through the Single Window for Foreign Trade System (VUCE-RD), but rather through the physical submission to the Ministry of Foreign Affairs (MIREX) of the requests along with the requirements established for each procedure.



#### Request for exemption from the Tax on the Transfer of Industrialized Goods and Services (ITBIS) for the purchase of airline tickets required by Embassies and International Organizations.

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the exemption from the Tax on the Transfer of Industrialized Goods and Services (ITBIS) for the acquisition of an airline ticket.
- 2-Quotation or proforma invoice for the airline ticket purchase, showing the Tax on the Transfer of Industrialized Goods and Services (ITBIS), duly signed and stamped, and indicating the corresponding route details and airlines.



#### Request for Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS)

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS), including the full information of the diplomatic official and/or international organization representative (full name and the rank held).
- 2-Copy of the valid passport of the diplomatic official or international organization representative.
- 3-Copy of the beneficiary's accreditation card issued by the Ministry of Foreign Affairs (MIREX).
- 4-Recent photograph, size 2x2, scanned in JPG digital format, which must be sent to the following email addresses:  
[inmidadesyprivilegios@mirex.gob.do](mailto:inmidadesyprivilegios@mirex.gob.do) /  
[protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do)



#### Request for renewal of the Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS)

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the renewal of the Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS), including the information of the diplomatic official and/or international organization representative (full name and the rank held).
- 2-Original of the expired Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS).



3-Valid copy of the diplomatic or official (service) passport of the official.

4-Copy of the identification card issued by the Ministry of Foreign Affairs (MIREX) corresponding to the diplomatic official.



#### Return of the Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS)

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), returning the Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS), providing the full information of the diplomatic official and/or organization representative, including full name and the rank held.
- 2-Original Tax Exemption Card for the Transfer of Industrialized Goods and Services (ITBIS).



#### Other requests for exemption from the Tax on the Transfer of Industrialized Goods and Services (ITBIS).

For purchases, various services, 0.15% tax on check issuance, payments via electronic transfers, and lodging services.

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), indicating in the request the tax corresponding to be exempted.
- 2-Proforma invoice or quotation, explicitly reflecting the Tax on the Transfer of Industrialized Goods and Services (ITBIS) to be exempted, signed and stamped by the provider, including the National Taxpayer Registry (RNC) of the same.

**Observation:** The General Directorate of Internal Taxes (DGII) may require additional documents depending on the type of request and verification it considers necessary for the requested purposes.



#### Exemptions from the Selective Consumption Tax (ISC)

For vehicle, infrastructure, fire, and life insurance.

##### Requisitos:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting exemption from the Selective Consumption Tax (ISC), specifying the type of insurance and the information of the official or beneficiary entity.
- 2-Proforma invoice or quotation, clearly reflecting the Selective Consumption Tax (ISC), signed and stamped by the provider, detailing the insurance coverage service.
- 3-Copy of the vehicle registration, in case the request is for vehicle insurance.
- 4-Breakdown of the insurance policy coverage.



#### Requests for exemption from the Selective Consumption Tax (ISC) and the Tax on the Transfer of Industrialized Goods and Services (ITBIS), for telecommunications services..

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting exemption from the Selective Consumption Tax (ISC) and the Tax on the Transfer of Industrialized Goods and Services (ITBIS), detailing the services and accounts contracted with the telephone companies by the Diplomatic Mission and/or representation of the International Organization.
- 2-Proforma invoice, quotation, or copy of the original telecommunications service invoice, clearly showing the details of the corresponding Selective Consumption Tax (ISC) and Tax on the Transfer of Industrialized Goods and Services (ITBIS), duly signed and stamped by the provider, including their National Taxpayer Registry (RNC).



#### Requests for exemptions for real estate purchases

##### Requirements:

- 1-To request exemptions related to the purchase of real estate, please contact the Department of Immunities and Privileges via the following email addresses:  
[inmidadesyprivilegios@mirex.gob.do](mailto:inmidadesyprivilegios@mirex.gob.do) /  
[protocolord@mirex.gob.do](mailto:protocolord@mirex.gob.do) / in order to receive the corresponding requirements for this type of request.



#### Request for the issuance of a driver's license

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the issuance of the driver's license.
- 2-Copy of the applicant's valid passport.
- 3-Copy of the accreditation card issued by the Ministry of Foreign Affairs (MIREX).
- 4-Valid copy of the driver's license from the country of origin.



#### Request for the renewal of a driver's license

##### Requirements:

- 1-Diplomatic note addressed to the Ministry of Foreign Affairs (MIREX), requesting the renewal of the Dominican driver's license.
- 2-Copy of the expired Dominican driver's license.
- 3-Copy of the valid passport and the accreditation card issued by the Ministry of Foreign Affairs (MIREX), valid for diplomatic agents and/or representatives and officials of international organizations.

