II. Systematized Process

Single Window
for Foreign Trade VUCE

Documentation for Vehicle Exemption

1- Note verbale addressed to MIREX, requesting exemption from customs rights and taxes and ITBIS*, including the characteristics of the vehicle (chassis, year, make and model), name and rank of the owner, Missions and/or Organizations, as appropriate.
2- Form FORM-DIA-007 for Embassies and FORM-DIA-003 for International Organizations; properly downloaded and completed on the website of the Ministry of Finance and properly filled up for its inclusion in the file.
3- Customs clearance form (DUA).
4- Settlement Statement Template for customs in dispatch state inspected or approved.
5- Copy of the shipping document or Bill of Landing (BL) or Air Waybill (AWB).
6- Commercial receipt or vehicle ownership´s certificate.
7- Beneficiary of tax exemption´s passport

Observation: To upload the request to the before mentioned platform, it'll have to be done with a customs agent, properly hired by the diplomat or the mission, or through the agency where the vehicle was purchased.

Documentation for the exoneration of personal effects and articles for the use of the Missions.

1- Note verbale addressed to MIREX, requesting exemption from customs duties and taxes to transfers of industrialized goods and services (ITBIS), specifying the name and rank of the beneficiary and detailing the articles for the use of the Missions and/or Organizations, as correspondent.
2- Form FORM-DIA-007 for Embassies and FORM-DIA-003 for International Organizations; downloaded from the Ministry of Finance website and be correctly filled up for its inclusion on the file.
3- Customs clearance form (DUA).
4- Customs clearance template (printed) in status dispatch (inspected) approved.
5- Copy of the corresponding shipping document either Bill of Landing (BL) or Air Waybill (AWB).
6- Commercial receipts of the imported articles.
7- Beneficiary of the tax exemption´s passport.

** Tax on Transfers of Industrialized Goods and Services (ITBIS)*

Ministerio de Relaciones Exteriores
República Dominicana



Directorate of State Ceremonial and Protocol



To access this information:

Ministerio de Relaciones Exteriores
República Dominicana

Directorate of State Ceremonial and Protocol



Department of
Immunities and Privileges

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

I. Accreditations

Requirements for the request of accreditation cards for embassies and international organizations

1- Note Verbale addressed to the Ministry of Foreign Affairs (hereinafter MIREX), informing of the official's arrival in the country and indicating who he/she replaces.
2- Copy of the appointment and/or designation issued by the accrediting country of origin.
3- MIREX form duly completed.
4- Copy of diplomatic or official passport.
5- Country entry stamp.
6- Photo 2x2 with white background, scanned in JPG or PNG format, in good resolution, which should be sent to the following e-mail address:

protocolord@mirex.gob.do / adiplomatica@mirex.gob.do

7- Signature of the incumbent in blue ink, scanned in JPG or PNG format, which must be sent to the e-mail address below:

protocolord@mirex.gob.do / adiplomatica@mirex.gob.do

Request for renewal of accreditation card

1- Note verbale addressed to MIREX, requesting the renewal of the card.
2- MIREX form duly completed.
3- Return of the beneficiary's expired card.
4- Copy of diplomatic or official passport.
5- Photo 2x2 with white background, scanned in JPG or PNG format, in good resolution, which should be sent to the following e-mail address:

protocolord@mirex.gob.do / adiplomatica@mirex.gob.do

6- Signature of the incumbent in blue ink, scanned in JPG or PNG format, which must be sent to the e-mail address below:
protocolord@mirex.gob.do / adiplomatica@mirex.gob.do

Surrender of the accreditation card at the end of the mission in the country

1- Note Verbale addressed to MIREX, returning the accreditation card.
2- Original accreditation card.

III. Unsystematic Process

Request for ITBIS Exemption on Airline Tickets for Embassies and International Organizations

1- Note Verbale addressed to MIREX, requesting the exemption of airfare, governed by the 1961 Vienna Convention on Diplomatic Relations and International Agreements.
2- Quotation or original proforma invoice of the air ticket with ITBIS*, signed and stamped, indicating the specifications of routes and airlines.

Application for ITBIS Exemption Card

1- Note verbale addressed to MIREX, requesting the ITBIS card*, with the information of the diplomatic officer and/or organization, (names and surnames, rank held).
2- Copy of the passport of the diplomatic officer or representative of the Organization.
3- Copy of the beneficiary's accreditation card issued by MIREX.
4- 4- 2x2 photo scanned in digital JPG format, which must be sent to the following e-mail addresses:

inmunidadesyprivilegios@mirex.gob.do
adiplomatica@mirex.gob.do

ITBIS card renewal

1- Note verbale addressed to MIREX, requesting the renewal of the ITBIS card*, with the information of the diplomatic officer and organization (name and surname, rank held).
2- Expired ITBIS* exemption card.
3- Copy of diplomatic or official passport.
4- Copy of the identity card issued by the MIREX, of the diplomatic officer.

Surrender of ITBIS card

1- Note verbale addressed to MIREX, returning the ITBIS card*, with the information of the diplomatic officer and/or organization, (names and surnames, rank held).
2- Original ITBIS* exemption card.

Other requests for ITBIS exemption

For purchases, miscellaneous services, 0.15% tax on checks paid by wire transfers, lodging and accommodations.

1- Note verbale addressed to MIREX, indicating the corresponding request.
2- 2- Proforma invoice reflecting the ITBIS. *.

2- The DGII may require additional documents as it deems necessary...*

ISC exemptions

For vehicle insurance, infrastructure, fire and life insurance.

1- Note verbale addressed to MIREX, requesting ISC exemption. *.
2- Proforma invoice reflecting the ISC*.
3- Copy of the vehicle registration (in the case of vehicle insurance).

Telephone service invoices

1- Note verbale addressed to MIREX, requesting exemption from ITBIS* and ISC. *.
2- Proforma invoice, which must include ITBIS and ISC*.

In case of requesting ITBIS, for real estate purchases, please contact the Department of Immunities and Privileges, at the following e-mail addresses:*

Attach three (3) sets of copies to each application.

Driver's license request

1- Note verbale addressed to MIREX, requesting the issuance of a driver's license.
2- Copy of passport of the interested party.
3- Copy of the accreditation card issued by MIREX.
4- Copy of the valid driver's license from the country of origin.

Renewal of driver's license

1- Note verbale addressed to MIREX, requesting the renewal of the Dominican driver's license.
2- Expired Dominican driver's license card.
3- 3- Copy of the passport and identity card issued by MIREX, of the diplomatic officer and/or organization.

** General Directorate of Internal Revenues (DGII)*
** Selective Consumption Taxes (ISC)*

Surrender of driver's license

1- Note verbale addressed to MIREX, surrendering the Dominican driver's license card.
2- Original driver's license card.

Duplication for loss and damage of accreditation cards, ITBIS and driver's license.

1- Note verbale addressed to MIREX, requesting a duplicate of the accreditation card, ITBIS* exemption card and driver's license due to loss or damage.
2- Copy of the passport and identity card issued by MIREX, of the diplomatic official and/or organization.
3- Report statement issued by the National Police (in case of loss or damage).
4- 4- 2x2 photo scanned in digital PNG format, which must be sent to the following e-mail addresses:

inmunidadesyprivilegios@mirex.gob.do
adiplomatica@mirex.gob.do

RNC request

1- Note verbale addressed to MIREX, requesting the RNC.*.
2- 2- Affidavit Form for the registration and updating of corporate data (RC-02), completed, signed and stamped.
3- 3- Copy of the passport of the representative person designated by the Mission and/or Organization.

Note: The DGII may require additional documents as it deems necessary.*

Documentation for vehicle transfer request

1- Note verbale addressed to MIREX, requesting the transfer of the vehicle, with the information of the beneficiary (names and surnames, position held or occupied) or of the Mission as appropriate, or of the owner of the vehicle and the data of the buyer (identity card, passport and/or RNC*).
2- Original registration.
3- Exoneration order issued by the Ministry of Finance (date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle).
4- Metal plate or sheet.
5- Receipt of payment of the tax rate established by the Ministry of Finance for the transfer.
6- Copy of the buyer's identity card or passport.
7- Copy of the act of sale, duly signed and notarized.

In case the transfer is due to unserviceable condition, the following must be attached:

a) a) Police report indicating the facts.
b) Insurance release letter.
c) Photos of the condition of the vehicle.

**National Taxpayer Registry (RNC)*
** General Directorate of Internal Revenues (DGII)*

Documentation for the vehicle nationalization request

1- Note verbale addressed to MIREX, requesting the nationalization of the vehicle, with the information of the beneficiary (names and surnames, position held or occupied) or of the Mission and/or Agency, as appropriate.
2- Original registration.
3- Exoneration order issued by the Ministry of Finance (date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle).
4- Metal plate or sheet.
5- 5- Receipt of payment of the tax rate established by the Ministry of Finance.

Documentation for vehicle re-shipment request

1- Note verbale addressed to MIREX, requesting the re-shipment of the vehicle, with the beneficiary's information (names and surnames, position held or occupied) and indicating the country of destination.
2- Exoneration order issued by the Ministry of Finance (date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle, date of exoneration of the vehicle).
3- Metal plate or sheet.
4- Receipt of payment of the tax rate established by the Ministry of Finance.
5- Original registration.

In case it is necessary for re-shipment, the original registration must be specified in the Note and a copy of the same must be attached..