


Diplomatic registration* for an EU imported car

You need to provide all the following **documents in French or in English**
All documents must be in the **ITER staff member's name**

 **Note that a two-year legal period has to be respected between 2 diplomatic registrations**
(when the previous car was bought tax-free or imported from a non-EU country)

• 1ST STEP: APPLICATION FILE SENT TO THE FRENCH MINISTRY OF FOREIGN AFFAIRS:

Requested documents :

- **Original foreign registration documents** (evidence of registration and ownership) and their French (or English) translation (*the Welcome Office can assist you for the official translation*)
- **Export plates title** (if applicable, and in original)
- **Additional information for the car:**

Sedan or station / Energy / Colour / Number of seats / French administrative power of the car: it can be obtained from French branch of the make of your car, or the formula is the following:

$P_{cv} = 1,80 \times (PM_{kw} / 100)^2 + 3,87 \times (PM_{kw} / 100) + 1,34$

(P_{cv} = administrative power in CV / PM (Puissance Moteur) = Engine Power in kW)

- Copy of **proof of residence** (electricity, phone, water bill < 6 months)
- Copy of your **valid passport**
- Copy of your **French special resident permit**
- Copy of a **French car insurance certificate** "attestation d'assurance" (If you have foreign plates (export or not) it should be insured with this number. Or if you don't have any plates, specify the "chassis" number as the identification of the vehicle). Make sure that **your name (only), your home address and your plate number** appear on the insurance certificate.

Car insurance is mandatory in France even if you do not drive the car, at least for liability.

NOTE: For a diplomatic registration:

- *the European certificate of conformity of the car is not compulsory*
- *the French Technical Control Certificate is not compulsory (but the car should be kept in good conditions anyway)*

However, if you wish to sell the car in France (for normal French registration) those 2 documents will be required (technical control certificate compulsory for cars > 4 years)

⇒ Provide the complete **electronic file and the original certificate of EU conformity, if provided** (with all the documents listed above) to the WO.

⇒ The WO will then prepare some **specific forms** to complete the diplomatic registration request, which you will have to **sign**. The forms will be sent by the WO to the French Ministry of Foreign Affairs, who will validate the file and send back an **Official receipt** to the WO.

• 2nd STEP: TEMPORARY REGISTRATION CERTIFICATE (CPI) FROM THE PREFECTURE OF POLICE OF PARIS :

The WO will send the **Official receipt to the Paris Prefecture of Police** in order to obtain your **Temporary Registration Certificate (CPI)**, valid for 3 months (but with the definitive French plate number on the document) .

The **CPI** will be sent to the WO by email, who will forward it to you.

With this certificate, you can obtain the **French normal plates (definitive number)**, update your insurance, and drive the car for 3 months (**inside France only**).

TIME TO OBTAIN THE TEMPORARY REGISTRATION CERTIFICATE (CPI) IS FROM 4 to 6 WEEKS

• 3rd STEP: PERMANENT DIPLOMATIC REGISTRATION CARD :

A few weeks later, the WO will receive the **Permanent Registration Card** showing two plate numbers (the French number, the same as on the CPI, and one Diplomatic number): you will have the choice to keep the French normal plates or to have green plates created with the diplomatic number.

 **Make sure you update your insurance if you have a new number on your license plates.**

The personal information provided to the Agence ITER France (AIF) is stored in an electronic file and may be forwarded to the French Administration and/or the AIF's partner Relocation Company within the framework of the administrative assistance offered to the staff of the ITER Organization. This information will be kept in our files for 5 years after the end of your ITER contract. In accordance with Law 78-17 of January 6, 1978 amended by Law 2018-493 of June 20, 2018 relative to the personal data which implements Regulation on the Directive 95/46/EC (General Data Protection Regulation), you have the right to access and rectify your personal information by contacting the AIF.