

Diplomatic registration* for a car purchased from an ITER staff member

**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 first car was bought tax-free or imported from a non-EU country)**

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

Mandatory documents you have to provide:

- One **original** *Déclaration de cession d'un véhicule* (sale form) which proves that you bought the car from an ITER staff member
- The **original** registration card (*carte grise*) of the seller with the mention *Vendue le xx/xx/xxxx à M.X* (keep the small detachable coupon of the card, filled in by the seller)
- Copy of the **Customs clearance document (cancelled F2 form)** of the seller
- Copy of your **valid passport**
- Copy of your **French special residence permit**
- Copy of a **recent proof of address** (contract, electricity bill < 6 months)
- Copy of a **French car insurance certificate** "attestation d'assurance". 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.

⇒ **Provide the complete electronic file and the original registration card crossed+ original sale form (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: PERMANENT DIPLOMATIC REGISTRATION CARD :**

Around three months later, the WO will receive the **Permanent Registration Card** showing two plate numbers (the French number, the same as on the former registration card, 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. You should send a copy of the card to your insurance company.

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

Until you receive the permanent registration card, you can drive the car (inside France only) with the small coupon detached from the registration card of the seller.

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.

*** If you hold a French special residence card - According to Article 13-3 of the ITER Headquarters Agreement**