

**INSTRUCTIONS FOR COMPLETEING FORM DS-4298,  
REQUEST FOR NON-ELIGIBILITY LETTER BY NON-ACCREDITED  
OR TERMINATED PERSONNEL**

**Please read all instructions before completing this form.**

This form is to be completed for all non-accredited or terminated foreign missions personnel requesting a non-eligibility letter. Only personnel holding a US Visa in A or G status may apply for a non-eligibility letter. All questions on this form should be answered completely and accurately.

**NON-ACCREDITED PERSONNEL**

All non-eligibility letter requests must be submitted by the individual's US sponsoring organization, not by the individual. In addition to this form, all such requests must include the following:

- An endorsement letter from the United States Government organization, agency, military division, or sponsoring entity to which the individual is assigned. This endorsement letter should be on the organization's official letterhead and include the applicant's full name, date and place of birth, citizenship, complete residential address, beginning and end tour of duty dates in MM/DD/YYYY format, his/her personal email address, and visa foil number.
- A scanned copy of the applicant's US Visa. Only visas in A or G status are accepted.
- A scanned copy of the applicant's most recent Customs and Border Protection Form I-94.

**TERMINATED PERSONNEL**

In addition to this form, any individual requesting a non-eligibility letter who is in a terminated status must provide the following:

- If adjusting **within** the A or G visa categories - a copy of a Department of State-endorsed I-566.
- If adjusting to any other status - a copy of DHS Form I-797C "Notice of Action" indicating that the Department of Homeland Security has accepted and is processing the visa change request.
- A scanned copy of the applicant's US Visa. Only visas in A or G status are accepted.
- A scanned copy of the applicant's most recent Customs and Border Protection Form I-94.

**NOTE:** It is important that all information provided to the Office of Foreign Missions be consistent. Discrepancies, such as the spelling of the name, residential address, date of birth, etc., may delay processing a non-eligibility letter request.

The instructions below are numbered to correspond to the numbered items on the form. All dates should be in MM/DD/YYYY format. **Please type all answers.**

1. Enter the applicant's full name as it appears on the US Visa: (a) surname; (b) given name.
2. Enter the applicant's date of birth.
3. Enter the applicant's personal email address. If the applicant is a dependent, the email address may belong to the principal.
4. Select male or female from the drop down list to indicate the applicant's gender.
5. Enter the US residential address where the applicant currently resides.
6. (a) Enter the visa foil number exactly as it appears on the US visa. This 8-digit alphanumeric number is located on the right side of the US visa written in red. (b) Enter the visa expiration date.
7. Select applicant's present nationality from the drop down list.
8. (a) Select the type of US visa held in the applicant's passport from the drop down list. (b) Enter the I-94 Admission Record Number. (c) Enter the arrival date listed on the most recent I-94 form. (d) Enter the I-94 Admit Until Date; if the I-94 notes D/S next to this date, please leave this field blank.
9. Enter beginning and end tour of duty dates.

Submit Form DS-4298 and all supporting documents to [OFMDMVDriverServices@state.gov](mailto:OFMDMVDriverServices@state.gov).



### REQUEST BY NON-PIDDED PERSONS FOR NON-ELIGIBILITY LETTER

1a. Surname			1b. Given Name			
2. Date of Birth (MM/DD/YYYY)		3. Email Address			4. Gender	
5a. Street Number	5b. Street Name		5c. Street Type	5d. Quadrant	5e. Unit Type	5f. Unit Number
5g. City			5h. State		5i. Zip Code	
6a. Visa Foil Number		6b. Visa Expiration Date		7. Citizenship		
8a. I-94 Classification Type		8b. I-94 Number		8c. I-94 Arrival Date		8d. I-94 Admit Until Date (leave blank for (D/S))
9a. Duty Start Date			9b. Duty End Date			
<b>PAPERWORK REDUCTION ACT STATEMENT:</b> Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendation for reducing it, please send them to: The Office of Foreign Missions, 3507 International Pl. NW Washington, DC 20008						

**DS-4298**  
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