## 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.



U.S. Department of State

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

| 1a. Surname   |   |   |  |  | 1b. Given Name         |                          |   |  |   |  |
|---|---|---|--|--|------------------------|--------------------------|---|--|---|--|
| 2. Date of Birth (MI  | SS  | I   |  |  |                        |                          | 4. Gender   |  |   |  |
| 5a. Street Number   | 5b. Street Name                                   |   |  | 5c. Street Ty                                      | c. Street Type 5d. Qua |                          | Irant   | 5e. Unit Type                              | 5f. Unit Number   |  |
| 5g. City  |   |   |  | 5h. State  |                        |                          |   | 5i. Zip Code                               |   |  |
| 6a. Visa Foil Number 6b. Visa                                   |   |   | 6b. Visa Expiration                            | xpiration Date                                     |                        |                          | 7. Citize   | 7. Citizenship                             |   |  |
| 8a. I-94 Classification Type 8b. I-94 Number                    |   | er  | 8c. I-94                                       | 8c. I-94 Arrival Date                              |                        | 8d. I                    | 8d. I-94 Admit Until Date (leave blank for (D/S)) |  |   |  |
| 9a. Duty Start Date   |   |   |  | 9b. Dut  | 9b. Duty End Date      |                          |   |  |   |  |
| response, including<br>documents required<br>control number. If | g time require<br>d, and reviewir<br>you have cor | ed for searching<br>ng the final colle<br>nments on the a | existing data source<br>ction. You do not have | ces, gathering<br>ve to supply the<br>den estimate | the info               | necessary<br>ormation ur | documen<br>nless this                             | tation, providing th collection displays a | erage 5 minutes per<br>e information and/or<br>a currently valid OMB<br>e send them to: The |  |

03-2018