

Unofficial translate

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The method of registration, renewal, and cancellation in/from special series of vehicles of Diplomatic Missions, consulates, diplomatic and consular staff and accredited in Republic of Moldova.

According to the Vienna Convention on diplomatic relations from 1961 and consular relations from 1963, the Diplomatic and Consular Missions, as well as the staff members of diplomatic and consular missions accredited in the Republic of Moldova have the right to register owned cars in special series.

The Protocol is the only institution on the national level that authorizes the registration, removal, and deletion of the special series plates.

Special series registration for the members of diplomatic missions is performed temporary, for the period of the exercise of the diplomatic mandate in Republic of Moldova. This period coincides with the validity of the accreditation card issued by the Protocol. If the validity of the accreditation card expires, at the same time will expire the validity of the registration of the vehicle in special series. The extension of registration will be made based on the new/prolonged accreditation card and related documents.

A diplomatic agent can register in the special series only one owned vehicle, but in case he is accompanied by the husband / wife –he can register two vehicles. The technical support staff of the diplomatic missions can register only one vehicle in the special series.

Honorary Consulates can have only one vehicle registered in special series which is owned by the Honorary Consulate.

The registration of cars in special series for less than six months is not performed. Diplomatic agents will call for ordinary vehicle registration in the series.

Diplomatic registration plates have the following series:

CD Series - (diplomatic) are issued for service vehicles of the diplomatic missions and the personal vehicles of the diplomatic staff, holders of diplomatic passports (or other equivalent documents) and accreditation cards issued by the MFA;

TC Series - (consular transport) are issued for transport means of consular offices, consular officials, consular employees and members of the consular service staff, as well as for service vehicles of honorary consulate offices;

TS Series - (service transport) are issued for transport means of the technical support staff and service personnel of the diplomatic mission as well as to a category of staff representations of international organizations, provided in agreements that are in force, who are holders of service passports (or other equivalent documents) and accreditation cards issued by the MFA.

For special series registration of a vehicle with TC series (Consular Transport) and TS series (Service Transport), the assignment of the **CD** code after **the TC/TS** series and the 3-digit numerical code **is not accepted**.

Assignment of special series:

The application for *the request of registration of a vehicle in special series* is completed in two copies to which are attached the related documents, as follows:

For cars purchased in Republic of Moldova:

1. from a economic agent with the payment of taxes and excises:

- the copy of Invoice and tax bill;
- the copy of the document that certifies the technical parameters of the vehicle;
- the copy of the customs declaration;
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made in the Note Verbal to the Protocol.

2. from an economic agent without the payment of taxes and excises:

- the copy of the sales contract and, by case, the provision of transport services;
- the copy of Invoice and tax bill;
- the copy of the document certifying the technical parameters of the vehicle;
- the copy of the Customs declaration;
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made in the Note Verbal to the Protocol.

3. from an individual:

- the copy of the sales contract with the indication of the transaction price;
- the copy of the registration certificate of the vehicle if it's already registered in the Republic of Moldova in regular series, by case, with the documents related to the record removal of the previous owner.
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made in the Note Verbal to the Protocol.

In case of purchase/import of the vehicle from outside the Republic of Moldova:

1. with payment of import duties in Republic of Moldova:

- the copy of the sales contract;
- the copy of the invoice and tax bill;
- the copy of the document certifying the technical parameters of the vehicle;
- the copy of the Customs authorization for the use of the customs temporary admission procedure or copy of the customs declaration for placing goods under the temporary admission on condition that a document containing the following information is attached thereto: owner of the goods, place of use of the goods, customs office of termination of the procedure, supervising customs office, period of termination of the procedure, details of the planned activities. Or a copy of the customs declaration of placing under the customs import procedure;
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made in the Note Verbal to the Protocol.

2. without the payment of the import rights in Moldova:

- the copy of the sale contract, by case the CMR certificate;
- the copy of the invoice and tax bill;
- the copy of the Customs authorization for the use of the customs temporary admission procedure or copy of the customs declaration for placing goods under the temporary admission on condition that a document containing the following information is attached thereto: owner of

the goods, place of use of the goods, customs office of termination of the procedure, supervising customs office, period of termination of the procedure, details of the planned activities;

- the copy of the technical passport of the vehicle;
- the copy of the certificate of conformity;
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made in the Note Verbal to the Protocol.

Extension of the validity of the special series registration

The questionnaire for the extension of the validity of the vehicle registration in special series is completed in two copies, attaching to it the following documents:

1. *For vehicle purchased in /outside the Republic of Moldova without paying the import duties.*

- the copy of the registration certificate issued by the authorities of Republic of Moldova;
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made to the Protocol;
- the copy of the customs declaration indicating the extended period.

2. *For vehicle purchased in /outside the Republic of Moldova with the payment of import duties.*

- the copy of the registration certificate of the vehicle, issued by the authorities of the Republic of Moldova.
- the copy of the accreditation card issued by the Protocol and the copy of a valid ID. In case of registration of the vehicle for the service purposes of the diplomatic mission, a mention will be made to the Protocol.

The request regarding the extension of the validity in special series will be made, in a reasonable time, before the expiration period of the initial registration in special series.

The MFAEI and the Car Registration Center (Direcția principală de Înregistrare a Transportului și Calificare a conducătorilor auto) are entitled to request additional documents.

After examining the file, the Protocol will issue the necessary permission that will be issued to the applicant to present with the supporting documentation.

Tips for filling out the form:

- To complete in printed symbols;
- All fields will be filled with accurate information;
- The form is signed exclusively by the Head of Mission and Chargé d'Affaires and the stamp of the diplomatic mission is applied.

The form will be completed in two copies, together with the mentioned documents, and submitted on paper to the Protocol. **The application processing time is up to 15 working days.**

The first copy of the questionnaire will remain at the MFAEI with the supporting documentation. The second copy will be returned to the applicant with the necessary mentions of the Protocol authorizing the registration of the means of transport.

Incomplete applications will be returned.

Unregistration of the car from the registry of the diplomatic vehicles

Will be completed a Verbal Note addressed to the Protocol, obligatory signed by the Head of Mission and Charge d'Affairs, stating the reasons for the unregistration of the vehicle from the special series (sale, removal from the country) to which will be attached the copy of the registration certificate of the vehicle issued by the authorities of the Republic of Moldova.

The Protocol will issue the necessary authorization, which will be presented by the applicant, with necessary documents and registration plates to the Car Registration Center.

Upon the request, the diplomatic agent can get temporary vehicle registration plates in order to leave Republic of Moldova.

The beneficiary is obliged to return the special series registration plates to Car Registration Center. If they are not returned, the Protocol has the right to refuse to register a new vehicle in the special series to the mission concerned.