

## Rules for the registration of motor vehicles of diplomatic missions

### A. Registering a new vehicle purchased in the SR, and a vehicle individually imported from abroad, in the register of diplomatic vehicles

1. By **Note Verbale**, a diplomatic mission asks the Diplomatic Protocol of the Ministry of Foreign and European Affairs of the Slovak Republic (hereinafter referred to as “Diplomatic Protocol”) for **approval of registering a vehicle in the register and issue of a diplomatic registration number**. The *Note Verbale* shall indicate whether the vehicle is an official vehicle of the mission, or a private vehicle of a mission staff member. In the case of a private vehicle, the *Note* shall indicate their name and function.

A *Note Verbale* is accompanied by the following documents:

- Completed **Application for registration of a motor vehicle of diplomatic missions (Žiadosti o zapísanie motorového – prípojného vozidla diplomatickej misie do evidencie)**. Application form is available at the Department of Documentation and Registration at the Presidium of the Police Corps;
- **Photocopy of the identity card** of the holder of the vehicle (in the case of a private vehicle) ;
- **Photocopy of a document proving the acquisition of the vehicle** (invoice or purchase contract) ;
- **Photocopy of the technical certificate** (issued by a Slovak authority or a foreign state authority).

2. Diplomatic registration number plates shall then be issued by the **Department of Documentation and Registration at the Presidium of the Police Corps, Sibírska 26, Bratislava (Odbor dokladov a evidencií Prezídia Policajného zboru, Sibírska 26, Bratislava)**, hereinafter abbreviated as “**DDR PPC**”. The applicant, or an authorised person, submits the following documents to the above address for the process of registration:

- Completed **Application for registration of a motor vehicle of diplomatic missions**, confirmed by the Diplomatic Protocol;
- **Photocopy of the identity card** of the holder of the vehicle;
- **Photocopy of the identity card of the authorised person**;
- **Document proving the acquisition of the vehicle** (invoice – if it is a new vehicle purchased in the SR),
- **Certificate of Conformity (COC)** – if it is a new vehicle purchased in the SR, with granted EC type-approval;
- **Decision issued by a District Transport Authority (hereinafter abbreviated as “DTA”) concerning the acceptance or approval of the technical eligibility of the vehicle** in the case of a vehicle individually imported from abroad;
- **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation;
- **Paper Registration Certificate Part II issued by the seller or by the DTA.**

#### **Issuing a decision on the acceptance of the technical eligibility of a vehicle individually imported from abroad**

The decision is issued by the District Office for Road Traffic and Land Communications in Bratislava, Pri starej prachárni No. 14, 831 04 Bratislava (hereinafter referred to as “Transport Authority”). The diplomatic mission submits the following documents to the above address:

- Completed **Application for issuing a certificate of registration for individually imported vehicles (žiadosť o vydanie osvedčenia o evidencii pre jednotlivovo dovezené vozidlo)**,
- **Confirmation by customs authorities regarding release into circulation** (only required for imports from third countries or from an agreement state) ;
- **Photocopy of the identity card** of the holder of the vehicle (in the case of a private vehicle) ;
- **Extract from Business Register including a Company ID** (in the case of an official vehicle) ;

- **Document proving the ownership of the vehicle** (certificate of registration or other document proving vehicle ownership) ;
- **Consent to the processing of personal data** in accordance with law.

Usually within 3 days of the receipt of the required documents, the Transport Authority shall issue a decision on the acceptance of technical eligibility of the individually imported vehicle during the period of the vehicle holder's/owner's activity in the Slovak Republic.

## **B. Transfer of vehicle ownership within diplomatic mission(s)**

1. By *Note Verbale*, a diplomatic mission asks the Diplomatic Protocol to approve the application for **transfer of vehicle ownership within diplomatic mission(s)**. The *Note* shall indicate whether the vehicle is an official vehicle of the mission, or a private vehicle of a mission staff member, and the vehicle holder's name and function.

A *Note Verbale* is accompanied by the following documents:

- Completed ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misií)*** (application form is available at the Department of Documentation and Registration at the Presidium of the Police Corps). The type of change shall be indicated as **transfer of vehicle ownership within diplomatic mission(s)** ;
- **Photocopy of the identity card** of the holder of the vehicle (in the case of a private vehicle).

2. The transfer of vehicle ownership and eventual issue of diplomatic registration number shall be performed by the DDR PPC, to which the applicant **brings the vehicle for checking the data**, and to which the applicant submits the following documents:

- ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions***, confirmed by the Diplomatic Protocol;
- **Photocopy of the identity cards of the previous and new vehicle holders;**
- **Photocopy of the identity card of an authorised person;**
- Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II;
- **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation.

In the transfer process, the DDR PPC shall retain the original registration number or, upon request, assign a new registration number and issue the relevant vehicle documents (original registration number plates must be handed over when changing the registration number).

## **C. Transfer of vehicle ownership onto a natural person or a legal entity with permanent residence or seat in the Slovak Republic**

1. By *Note Verbale*, a diplomatic mission asks the Diplomatic Protocol to approve the application for **transfer of vehicle ownership onto a natural person with permanent residence in the SR / a legal entity with seat in the SR**. The *Note* shall indicate whether the vehicle is an official vehicle of the mission, or a private vehicle of a mission staff member, and the vehicle holder's name and function.

A *Note Verbale* is accompanied by the following documents:

- Completed ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misií)***. The type of change shall be indicated as **transfer of vehicle ownership onto a natural person with permanent residence in the SR / a legal entity with seat in the SR;**

- Photocopy of the identity card of the holder of the vehicle (in the case of a private vehicle).
2. The transfer of vehicle ownership shall be performed by the DDR PPC, to which the applicant submits the following documents:
- **Application for performing a change – deregistration of a motor vehicle of diplomatic missions, (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misií)** confirmed by the Diplomatic Protocol;
  - **The above-mentioned application must indicate the new holder identification data** (first name, surname, date of birth, address, or company name, company identification number, address) ;
  - **Photocopy of the identity card of the original vehicle holder;**
  - **Photocopy of the identity card of an authorised person,**
  - Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II;
  - Issued diplomatic registration number plates;
  - **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation.

#### D. Deregistration of a vehicle to be exported and registered abroad

1. By *Note Verbale*, a diplomatic mission asks the Diplomatic Protocol to approve the application for **deregistration of a motor vehicle (trailer)** of diplomatic missions due to exporting it abroad. The *Note* shall indicate whether the vehicle is an official vehicle of the mission, or a private vehicle of a mission staff member, and the vehicle holder's name and function.  
A *Note Verbale* is accompanied by the following documents:
- Completed **Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misií)**. The type of change shall be indicated as **exporting the vehicle abroad**;
  - Photocopy of the identity card of the holder of the vehicle (in the case of a private vehicle).
2. Deregistration of a vehicle to be exported and registered abroad shall be performed by the DDR PPC, to which the applicant submits the following documents:
- **Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misií)**, confirmed by the Diplomatic Protocol. **The application must indicate the new holder identification data abroad** (first name, surname, date of birth, address, or company name, company identification number, address),
  - **Photocopy of the identity card of the original vehicle holder;**
  - **Photocopy of the identity card of an authorised person;**
  - Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II;
  - Issued diplomatic registration number plates,
  - **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation;
  - **Expert judgement of originality check** with the results “eligible“ or “temporarily eligible“.

The vehicle holder shall return diplomatic registration number plates and receive export registration number plates with limited validity to the end of the month following the act of deregistering the vehicle to be exported and registered abroad.

## E. Excluding a vehicle from registration

1. By *Note Verbale*, a diplomatic mission asks the Diplomatic Protocol to approve the application for **excluding a vehicle from registration**. The *Note* shall indicate whether the vehicle is an official vehicle of the mission, or a private vehicle of a mission staff member, and the vehicle holder's name and function. A *Note Verbale* is accompanied by the following documents:
  - Completed ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misii)***. The type of change shall be indicated as ***excluding the vehicle from registration***;
  - Photocopy of the identity card of the holder of the vehicle (in the case of a private vehicle).
2. Excluding a vehicle from registration shall be performed by the DDR PPC, to which the applicant submits the following documents:

### **Excluding due to handover of the vehicle to vehicle processing plant (vehicle scrapping):**

- ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misii)***, confirmed by the Diplomatic Protocol;
- **Acknowledgement of receipt of the old vehicle, issued by the old vehicle processing plant in the Slovak Republic, or by a person authorised to process old vehicles in a Member State of the European Union (in the case of vehicle handover for processing/scrapping) ;**
- **Photocopy of the identity card of the vehicle holder;**
- **Photocopy of the identity card of an authorised person;**
- Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II **shall be handed-over to the vehicle processing plant;**
- Issued diplomatic registration number plates **shall be handed-over to the vehicle processing plant.**

### **Excluding due to registering the vehicle abroad:**

- ***Application for performing a change – deregistration of a motor vehicle of diplomatic missions (Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misii)***, confirmed by the Diplomatic Protocol;
- Acknowledgement by a competent authority of the state to which the vehicle was exported, or foreign registration documents of the vehicle proving vehicle registration abroad;
- **Photocopy of the identity card of the vehicle holder;**
- **Photocopy of the identity card of an authorised person;**
- Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II, or affidavit on returning the documents when registering the vehicle abroad;
- Issued diplomatic registration number plates, or affidavit on returning the registration number plates when registering the vehicle abroad.

## Registration acts not subject to confirmation by the Diplomatic Protocol

### A. Replacing invalid vehicle documents

Document replacement shall be performed by the DDR PPC, to which the applicant submits the following documents:

- **Application for performing a change – deregistration of a motor vehicle of diplomatic missions (*Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misíí*)**, (does not need confirmation by the Diplomatic Protocol) ;
- **Photocopy of the identity cards of the previous and new vehicle holders;**
- **Photocopy of the identity card of an authorised person;**
- Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II;
- **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation.

**Vehicle documents are invalid if:**

- their validity has expired;
- unlawful changes have been made therein;
- records/entries contained therein do not correspond with reality (e.g. change of surname, change of company name, change of permanent residence or of company seat, etc.) ;
- they are damaged to the extent that the data contained therein is illegible;
- they have been destroyed, lost or stolen.

**B. Replacement of registration number plates in the event of damage, loss or theft**

Replacement of registration number plates shall be performed by the DDR PPC, to which the applicant submits the following documents:

- **Application for performing a change – deregistration of a motor vehicle of diplomatic missions (*Žiadosť o vykonanie zmeny – odhlásenie motorového (prípojného) vozidla diplomatických misíí*)**, (does not need confirmation by the Diplomatic Protocol);
- **Photocopy of the identity card of the vehicle holder;**
- **Photocopy of the identity card of an authorised person;**
- Issued polycarbonate **certificate of vehicle registration** Part I (plastic certificate) and paper certificate of registration Part II;
- **Document proving the conclusion of compulsory insurance of liability** for damage caused by vehicle operation.

Note

When replacing the registration number plate by a duplicate of the originally assigned registration number, both number plates must be replaced even in the case of loss/theft of only one plate due to the labelling of the assigned duplicate.

**The number of issued diplomatic registration numbers**

The number of issued diplomatic registration numbers plates for professional purpose vehicles ought to correspond to the number of accredited employees of the diplomatic mission (plate EE). Each diplomatic representative, including accredited family members, shall obtain two diplomatic registration numbers (plate EE), and each member of administrative and technical staff, each member of the mission service staff and each private servant shall obtain one diplomatic registration number (plate ZZ). Honorary consulate officer shall obtain one diplomatic registration number (plate ZZ).

**Administrative fees**

According to the Vienna Convention on Diplomatic Relations, registration of a diplomatic mission vehicle, of a vehicle personally owned by a member of diplomatic staff and administrative and technical staff, **shall be exempt from administrative fees** (this does not apply to technical inspections, liability insurance, etc.)

The above exemption from administrative fees does not apply for Honorary Consuls (identity card labelled "HC"). More information on the administrative fees for individual registration acts at DDR PPCs is available on the website of the Ministry of Interior of the SR: <http://www.minv.sk/?spravne-poplatky-1>.

### **Important legal standards related to the importation, registration and operation of motor vehicles in the Slovak Republic**

1. Directive 70/156/EEC as amended by Directive 2001/116/EC
2. Decree of the Minister of Foreign Affairs No. 157/1964 Coll. On Vienna Convention on Diplomatic Relations
3. Act No. 725/2004 Coll. On the conditions of operation of vehicles in road traffic and on amendments to certain laws
4. Act No. 49/2014 Coll. On road traffic and on amendments to certain laws
5. Act No. 223/2001 Coll. On waste and on amendments to certain laws