



INSTRUCTIONS: Use this form to notify the New York State Department of Motor Vehicles (DMV) that your Vehicle Safety-regulated facility is permanently out of business...

STEP 1 - Enter your facility information

Form with fields for Facility Number, Facility Telephone Number, Facility E-mail Address, Facility Contact Person, Date Out of Business, Facility Name, Facility Address, City, State, Zip Code.

STEP 2 - Indicate all facility types that are out of business

- Repair Shop, Inspection Station, Motor Vehicle Dealer, Transporter, Drive-In Appraisal, Mobile Car Crusher, Vehicle Dismantler, Scrap Collector, Snowmobile Dealer, Boat Dealer, Yacht Broker, ATV Dealer, Scrap Processor, Salvage Pool, Itinerant Vehicle Collector, Out-of-State Junk & Salvage, Private Sector Partner, Other.

STEP 3 - For each facility that is permanently out of business, return the items that DMV issued to you to the Bureau of Consumer & Facility Services.

STEP 4 - Sign the certification below. (An officer, owner, principal or partner of the business shown above must sign the certification.)

CERTIFICATION: I certify that I am the owner, partner, principal or officer of the business named in this request form, and that the information contained on this form is true and complete.

I acknowledge that I have transferred all vehicles from the Book of Registry in the VERIFI system for the facility shown above. I authorize the Department of Motor Vehicles to mark all vehicles that remain in the Book of Registry for the facility as "sold".

If I surrender my public emissions inspection station license, there will be the following consequences:
• After the DMV processes this form, the surrender of my license is final and cannot be undone.
• After being placed out of business, if I/we wish to become a public emissions inspection station in the future, I/we will be required to submit an original application...

WARNING: Making a false statement on this application, or submitting any documentation in support of this application that is false, may be punishable as a criminal offense.

Print Name, Signature (with X), Date

STEP 5 - Send this form and the items that must be returned to the appropriate address for the Bureau of Consumer & Facility Services. (The address depends on the shipping carrier that you use, see page 2.)

Table with 4 columns: DMV-Issued Item, Item/Form Quantity, Beginning Serial #, Ending Serial #

**UNITED STATES POSTAL SERVICE**

NYSDMV -Bureau of Consumer & Facility Services  
 Accounting Unit  
 PO Box 2700  
 Albany, NY 12220-0700

**ALL OTHER CARRIERS**

NYSDMV - Bureau of Consumer & Facility Services  
 Accounting Unit  
 6 Empire State Plaza, Room 220  
 Albany, NY 12228

DMV-ISSUED ITEM	FACILITY TYPE	SURRENDER TO
Official Business Certificate	All	Bureau of Consumer & Facility Services Accounting Unit
Inspection Sticker Stock	Inspection Stations	OPUS Inspection - Sticker Fulfillment 7 Kripes Road East Granby, CT 06026
Certificates of Sale (MV-50)	Dealerships	Bureau of Consumer & Facility Services Accounting Unit
Secure Power of Attorney Forms (MV-93)	Dealerships	Bureau of Consumer & Facility Services Accounting Unit
Salvage Certificate (MV-907A)	Itinerant Vehicle Collector Collector Vehicle Dismantler	Bureau of Consumer & Facility Services Accounting Unit
Snowmobile Dealer Demonstration Number	Snowmobile Dealers	Bureau of Consumer & Facility Services Accounting Unit
Dealer/Transporter Plate(s)	Dealerships Transporters	Any DMV Issuing Office
Boat Dealer Demonstration Number	Boat Dealer	Any DMV Issuing Office
Registration Number Plate	Dealerships and/or Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
In-Transit Permit	Dealerships and/or Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
Registration Documents/FS-6T	Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
NYS Boat Registration Numbers (Labels)	Boat Dealers	Plate & Document Distribution Unit
Temporary Certificates of Registration (MV-53)	Boat, ATV & Snowmobile Dealers	Plate & Document Distribution Unit
Snowmobile Decals/Registration Numbers (RV-351)	Snowmobile Dealers	Plate & Document Distribution Unit

Use the appropriate address for items that you return to Dealer Plate Issuance/Private Sector Partnering and/or the Plate & Document Distribution Unit. (The address depends on the shipping carrier that you use.) Make sure the package is secure and durable to prevent loss and/or damage of items. Include a detailed packing list with your shipment.

**UNITED STATES POSTAL SERVICE**

NYSDMV -Dealer Plate Issuance/Private Sector Partnering  
 PO Box 2820  
 Albany, NY 12220-0820

NYSDMV - Plate & Document Distribution Unit  
 6 Empire State Plaza, Room 226  
 Albany, NY 12228

**ALL OTHER CARRIERS**

NYSDMV -Dealer Plate Issuance/Private Sector Partnering  
 6 Empire State Plaza, Room 322  
 Albany, NY 12228

NYSDMV - Plate & Document Distribution Unit  
 6 Empire State Plaza, Room 226  
 Albany, NY 12228