



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, and to learn how to return the items that DMV issued to you. If your facility is **temporarily** out of business, please contact the appropriate Vehicle Safety Field Services Regional Office for instructions.

STEP 1 – Enter your facility information

Facility Number	Facility Telephone Number	Facility E-mail Address	
Facility Contact Person		Date Out of Business	
Facility Name			
Facility Address (include street number and name)			
City		State	Zip Code

STEP 2 – Indicate **all** facility types that are out of business

- | | | | |
|---|---|--|---|
| ☐ Repair Shop | ☐ Mobile Car Crusher | ☐ Yacht Broker | ☐ Out-of-State Junk & Salvage |
| ☐ Inspection Station | ☐ Vehicle Dismantler | ☐ ATV Dealer | ☐ Private Sector Partner (must be marked “out-of-business” at the same time as the dealer registration.) |
| ☐ Motor Vehicle Dealer | ☐ Scrap Collector | ☐ Scrap Processor | ☐ Other: |
| ☐ Transporter | ☐ Snowmobile Dealer | ☐ Salvage Pool | |
| ☐ Drive-In Appraisal | ☐ Boat Dealer | ☐ Itinerant Vehicle Collector | |

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. You must include this form with the items that you return. See the additional instructions on page 2 of this form.

STEP 4 – Sign the certification below. (An officer, owner, principal or partner of the business shown above must sign the certification.) Attach a copy of the government-issued ID of the person who signs 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. The items that must be surrendered to the Bureau of Consumer & Facility Services are being shipped with this form. All other items have been surrendered to the appropriate DMV office.

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. If I/we apply to become a public emissions inspection station, the application will be for a new license and, as such, may be subject to placement on a waiting list, as required by 15 NYCRR 79.7(f).
- I will lose my right to transfer my public emissions inspection station license as allowed by 15 NYCRR 79.7 (f) (3)

I fully understand the consequences of surrendering my public emissions inspection station license.

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		Date
X		

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.) Complete the table below to identify the items that you return. You can attach an additional packing list if you need more space.

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