



Department of Motor Vehicles

NYVIP MESSAGE No. 296

DATE: 12/20/2023

TO: ALL INSPECTION STATIONS

FROM: NYS DMV

SUBJECT: 2024 DMV CERTIFICATE AND OPUS STICKER STOCK RETURN

****PRINT THIS MESSAGE AND DELIVER IT TO THE PERSON WHO MAINTAINS THE INSPECTION CERTIFICATE INVENTORY****

This notice is to provide all information needed for the return of unused 2024 Certificates that you purchased from DMV and any unused "Print on Demand" sticker stock that was supplied to you by OPUS Inspection Inc.

Per Commissioner's Regulation Part 79.10 (c), "Every inspection station owner must return to the department all unused inspection certificates from the previous year" and "Refunds or credits will be allowed for such unused or defective certificates of inspection upon receipt..."

As such, if you have any unused 2024 inspection certificates, or unused 2024 sticker stock, regulation requires that you **return them by March 1, 2024.**

To return the unused certificates/sticker stock:

- Please use secure and durable shipping containers (e.g., cardboard boxes or reinforced envelopes). We recommend you mail all packages with tracking; and
- Include the appropriate completed "Return Form" (enclosed):
 - The form for DMV Certificates to be returned to DMV and/or
 - The form for Print on Demand Sticker Stock to be returned to Opus Inspection Inc.

You may have to use more than one of each form to completely list all your returns.

******DO NOT SEND PRINT ON DEMAND STICKER STOCK TO DMV******

******DO NOT SEND PRE-PRINTED INSPECTION CERTIFICATES TO OPUS******

Once the returned DMV certificates are logged into the DMV system, a Credit Letter will be sent to the Facility. Upon receipt of your credit letter, verify the return certificate numbers indicated and the amount credited. If any discrepancies are found, please contact us immediately.

Questions regarding this procedure for DMV certificates can be directed to DMV at 518-474-2398

Questions regarding this procedure for OPUS "Print on Demand" sticker stock can be directed to OPUS Inspection at 866-623-8378.

Questions regarding DMV sticker credits should be directed to DMV Accounting at 518-474-5913

IMPORTANT: Prior to performing inspections in 2024, you must install your 2025 BLUE sticker stock into the sticker printer. If the individual that would normally perform this will be unavailable, you need to plan ahead to ensure a seamless transition into the new year.



****THIS FORM IS FOR NYVIP3 PRINT ON DEMAND STICKER STOCK RETURNS ONLY****

Please complete all sections of this form and return it and any unused sticker stock in a secure, durable shipping container (e.g. reinforced envelope, cardboard box, etc.) to the address below.

Seven (7) Digit DMV Facility Number: _ _ _ _ _

Inspection Station Name: _____

Inspection Station Address: _____

Name of Contact Person: _____
Please Print

Contact Phone Number: _____

Reason for Return (mark with X): Not Used Out of Business Wrong Type Other

STICKER TYPE (Interior/Exterior)	YEAR	BEGINNING NUMBER	ENDING NUMBER	TOTAL # UNUSED STICKERS

Return only unused NYVIP3 sticker stock to:
*****IMPORTANT*****
All Damaged and Voided Stock needs to be retained at the facility for DMV Review

Opus Inspection
7 Kripes Road
East Granby, CT 06026
Attn: Sticker Fulfillment

If returning stickers for multiple facilities, please use a separate form and separate shipping containers.



Department of Motor Vehicles

VEHICLE SAFETY & CLEAN AIR

6 EMPIRE STATE PLAZA – ALBANY, NY 12228

****THIS FORM IS FOR DMV PRE-PRINTED CERTIFICATES ONLY****

INSPECTION CERTIFICATE RETURN FORM

Please place this form and any unused certificates in a secure and durable shipping container (e.g., a cardboard box or reinforced envelope) and include the following information with your shipment:

Seven Digit DMV Facility Number: _ _ _ _ _

Inspection Station Name: _____

Inspection Station Address: _____

Name of Contact Person: _____

Contact Phone Number: _____

Reason for Return: _____

<u>CERTIFICATE TYPE</u>	<u>YEAR</u>	<u>BEGINNING NUMBER</u>	<u>ENDING NUMBER</u>	<u>TOTAL CERTIFICATES</u>

United States Postal Service

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

All Other Carriers

Vehicle Safety, Accounting Unit
6 Empire State Plaza, Room 220
Albany, NY 12228

Important: If you are returning certificates for multiple facilities, please use a separate form and place the certificates in separate shipping containers. **Do not place a new certificate order or requisition in the shipping container with your certificate returns. There are no more DMV certificates available to order.** Once the returns are logged into our system, a Credit Letter will be sent to the Facility. Upon receipt of your credit letter, verify the return certificate numbers indicated and the amount. If any discrepancies are found, please contact DMV immediately.