



Department of Motor Vehicles

VEHICLE SAFETY & CLEAN AIR

6 EMPIRE STATE PLAZA – ALBANY, NY 12228

INSPECTION CERTIFICATE RETURN FORM

Please place this form and any unused stickers 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>STICKER TYPE</u>	<u>YEAR</u>	<u>BEGINNING NUMBER</u>	<u>ENDING NUMBER</u>	<u>TOTAL STICKERS</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 stickers for multiple facilities, please use a separate form and place the stickers in separate shipping containers. Do not place a new sticker order or requisition in the shipping container with your sticker returns. This will delay your new sticker 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 sticker numbers indicated and the amount. If any discrepancies are found, please contact us immediately.