

Returning 2014 Inspection Certificates

DATE: 03/24/2014

****PLEASE PRINT A COPY OF THIS MESSAGE AND DELIVER IT TO THE PERSON WHO MAINTAINS THE INSPECTION CERTIFICATE INVENTORY AT YOUR FACILITY****

This is to remind you that according to regulation, "every inspection station owner must return to the department all unused inspection certificates from the previous year" and that "refunds or credits will be allowed for such unused or defective certificates of inspection upon receipt." As such, if you have any inspection stickers with a 2014 expiration date, regulation requires that you return them. No credit for 2014 stickers will be given after December 31, 2014.

Please place the 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:

- Inspection Station Name
- Inspection Station Address
- 7 digit DMV Facility Number
- Name of Contact Person
- Contact Phone Number
- Contact email
- A detailed packing list indicating the contents of the shipping container (keep a copy for your records).

Important: If you are returning stickers for multiple facilities, please place the stickers in separate shipping containers. Also, do not place a new sticker order or requisition in the shipping container with your sticker returns. This will delay your new sticker order.

Send your unused stickers and the required information as follows:

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

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