



INSTRUCTIONS

1. Use a separate form for each type of sticker you need to order.
2. Enter your facility information.
3. Check the box next to the type of sticker you want to order.
4. Enter all information in the payment section, including your signature and the date.
5. Make a check or money order payable to “**COMMISSIONER OF MOTOR VEHICLES.**” **DO NOT SEND CASH.**
4. **Send a separate check with each form. Write your facility number on the check or money order.**
5. Optional: To have your order returned by express delivery service, add \$10.00 to your total payment amount.
6. Allow 2-3 weeks for processing and delivery.
7. Mail this form with your check or money order to one of the following addresses:

Regular Mail

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

Express Mail

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

FACILITY INFORMATION

Facility Name		Facility Number	
Address	City	State	Zip Code

TYPE OF STICKER (check one)

Check the box for the type of sticker you need. Check only one.

\$80.00 per book:

- Safety Only (new vehicles or trailers)
- Motorcycle
- Heavy duty
- Safety/Diesel Emission

OR

\$120.00 per book:

- Low Enhanced Emissions

PAYMENT

Enter the number of books you are ordering and the amount owed:

_____ book(s) @ \$ _____ each = \$ _____
(Quantity)

For return express delivery of stickers, add \$10.00 = \$ _____

TOTAL PAYMENT AMOUNT = \$ _____

X _____
(Authorized Signature)

(Date)

(Print Name)

(Business Phone)

(E-Mail Address)