



This form may only be used by a dealer who DMV approved for exemption from the VERIFI system.

INSTRUCTIONS

IMPORTANT: You must return a completely used book before we can give you a new book.

To order a new supply of MV-50s or MV-50Ws:

- 1. sign and date this order and enclose a check or money order payable to COMMISSIONER OF MOTOR VEHICLES. DO NOT SEND CASH.
2. write your facility number on your check or money order.
3. optional: If you would like your order returned by express delivery service, add \$10.00 to the total cost of your order.
4. allow 2 - 3 weeks for processing and delivery.
5. enclose this form and the books that are returned in one envelope, and forward the envelope to:

Regular Mail

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

Express (FedEx, UPS, Etc.)

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

FACILITY INFORMATION

Form with fields: Facility Name, Facility Number, Address, City, Zip Code

Write the serial number of each MV-50 or MV-50W book you return with this order form:

Serial number input lines

Specify the type and number of books you are ordering, and the amount owed:

- Retail @ \$250.00 per book
Wholesale @ \$125.00 per book

Quantity books @ \$ each = \$

For return express delivery of books, add \$10.00 = \$

TOTAL PAYMENT AMOUNT = \$

Signature and contact information fields: X (Authorized Signature), (Date), (Print Name), (Business Phone), (E-Mail Address)

A \$35.00 FEE WILL BE CHARGED FOR ALL RETURNED CHECKS!

