



YOU MUST COMPLETE ALL REQUIREMENTS. SEND YOUR DOCUMENTATION FOR REQUIREMENTS 1 THROUGH 9 TO THE ADDRESS SHOWN BELOW. IF YOU DO NOT COMPLETE ALL REQUIREMENTS, THE DMV WILL REJECT YOUR APPLICATION.

- 1. You must obtain a World Manufacturer Identifier (WMI) number prior to submitting an application (form VS-1M) for manufacturer plates. This number must be listed on the application. Note: Vehicle Identification Number deciphering information must comply with 49 CFR Part 565 and Manufacturer identifying information must comply with 49 CFR Part 566. For more information on WMI numbers, visit <https://vpic.nhtsa.dot.gov/mid/>
- 2. Complete and manually sign the Original Facility Application. We do not accept stamped or typed signatures.
- 3. Provide proof of business name:
  - (a) **Owners of a Corporation or a Limited Liability Corporation (LLC):**  
Submit a copy of your filing receipt from the New York Department of State's Division of Corporations. Also, write the percentage of stock ownership for each officer on your Original Facility Application. For more information, call the Department of State at (518) 473-2492 or visit [dos.ny.gov](http://dos.ny.gov)
  - (b) **Owners in a Partnership or Individual Owners with an assumed business name:**  
You must complete and notarize a "Business Certificate of Assumed Name," also known as a DBA, and then file this certificate with the County Clerk of the county where your business operates. Submit a copy of the filing receipt from the County Clerk with your application.
- 4. Submit a copy of the driver licenses or other government-issued identification for **all** owners and officers or members of the business. \*If the business is a publicly-traded corporation, you must have government-issued identification for President, Secretary and Treasurer.
- 5. You must submit a statement that explains the intended use of the manufacturer plates.
- 6. If your business has employees, submit a copy of your proof of Workers' Compensation insurance.
- 7. You must pay the fees indicated on your application for your application to be processed. The fees must be paid using checks or money orders payable to **Commissioner of Motor Vehicles. Starter checks are not accepted.**
- 8. Submit a copy of the deed, mortgage or receipted tax bill if your business owns the property at the location of your business. If you rent at that location, provide the lease or rental agreement and copy of the deed, mortgage or tax bill from the property owner. If you sublease at that location, provide a copy of the lease and the sublease. If you have a pending lease, attach a notarized statement from the property owner that states you will have permission to use the location to sell motor vehicles upon issuance of a license, and that describes exactly which portions of the building your business will occupy.
- 9. You must have a location to keep plates safely stored.

Once you have completed the requirements in numbers 1 through 9 send your documentation to:  
Vehicle Safety Services  
Application Unit  
6 Empire State Plaza Room 220  
Albany, NY 12228-0001