



Information about inspection station requirements may be found at dmv.ny.gov under “open an inspection station” (dmv.ny.gov/org/inspection/open-inspection-station), in Part 79 of the DMV Commissioner’s Regulations, and Section 303 of the Vehicle and Traffic Law.

All requirements listed below must be met or your application will be denied.

- 1. Proof of business name:
 - (a) Corporation or LLC:
 - Filing Receipt from NYS Department of State; percentage of stock ownership for each officer.
 - Forms can be obtained through the NYS Department of State, Division of Corporations at 518-473-2492 or at dos.ny.gov.
 - (b) Partnership or Individual using an assumed name:
 - You must complete, notarize, and file a “Business Certificate of Assumed Name” (also known as a DBA) with the county clerk where the business is located.
- 2. Copies of driver licenses or government-issued ID for **all** owners and officers or members.
- 3. Attach the fees indicated on your application via check or money order payable to: **Commissioner of Motor Vehicles**. **Starter checks are not accepted.**
- 4. Sign and complete the *Original Facility Application*. Stamped signatures are not accepted.
- 5. Proof of Workers’ Compensation Insurance for employees.
- 6. Must have a repair shop registration at the same location for a public inspection station.
- 7. Must have at least one full-time certified inspector for the groups of vehicles you are inspecting, and you must provide this individual’s name and certified inspector’s certificate number on the application.
- 8. Dealer inspection stations must have a dealer registration with the same name.
- 9. All private fleet inspection stations must have over 25 vehicles registered in their name, and all government fleet inspection stations must have over 5 vehicles registered in their name.
- 10. Must have required space as described in Commissioner’s Regulations Part 79.9.
- 11. Applicants must have a unique and exclusive mailing address, verifiable with USPS, and exclusive use of their mail receptacle.
- 12. Must have on-site safeguards for security documents.
- 13. Inspection station applicants will be interviewed by a DMV inspector (on-site inspection) before approval, to determine if all requirements are met. At that time the applicant will need to:
 - (a) Provide proof of a dedicated phone line for transmission of all inspection data if a dial-up system is used, or other equipment as prescribed by the equipment vendor if another communications system is used.
 - (b) Have the appropriate outdoor sign(s) posted that correspond to the group(s) applied for, as described in Commissioner’s Regulations Part 79.13 (public inspection stations).
 - (c) Have the labor rate sign, inspection fee chart and list of inspectors posted (public inspection stations).
 - (d) Provide a certified inspector’s ID for at least one employee.
- 14. After DMV conducts the on-site inspection and determines that all of the above requirements have been met, the applicant must acquire approved testing equipment as per Commissioner’s Regulations Part 79.9(d) before final approval can be granted. The applicant is cautioned not to purchase this equipment before the on-site inspection. Opus Inspection is the authorized NYVIP equipment vendor. For information about purchasing inspection equipment, visit the Opus Inspection web site at www.nyvip.org, or contact Opus Inspection by phone at 1-866-OBD-TEST (623-8378).