



INSTRUCTIONS: Use this form to notify the DMV that your Vehicle Safety-regulated facility is permanently out of business, and to learn how to return the items that DMV issued to you. If your facility is temporarily out of business, please contact the appropriate Vehicle Safety Field Services Regional Office for instructions.

STEP 1 - Enter your facility information

Form with fields: Facility Number, Facility Telephone Number, Facility E-mail Address, Facility Contact Person, Date Out of Business, Facility Name, Facility Address, City, State, Zip Code.

STEP 2 - Indicate all facility types that are out of business

- Checkboxes for: Repair Shop, Inspection Station, Motor Vehicle Dealer, Transporter, Drive-In Appraisal, Mobile Car Crusher, Vehicle Dismantler, Scrap Collector, Snowmobile Dealer, Boat Dealer, Yacht Broker, ATV Dealer, Scrap Processor, Salvage Pool, Itinerant Vehicle Collector, Out-of-State Junk & Salvage, Private Sector Partner, Other.

STEP 3 - For each facility that is permanently out of business, return the items that DMV issued to you to the Bureau of Consumer & Facility Services. You must include this form with the items that you return. See the additional instructions on page 2 of this form.

STEP 4 - Sign the below certification. (An officer, owner, principal or partner of the business shown above must sign the certification.) Attach a copy of the government-issued ID of the person who signs the certification.

CERTIFICATION: I certify that I am the owner, partner, principal or officer of the business named in this request form, and that the information contained on this form is true and complete. The items that must be surrendered to the Bureau of Consumer & Facility Services are being shipped with this form. All other items have been surrendered to the appropriate DMV office.

I acknowledge that I have transferred all vehicles from the Book of Registry in the VERIFI system for the facility shown above. I authorize the Department of Motor Vehicles to mark all vehicles that remain in the Book of Registry for the facility as "sold".

If I surrender my public emissions inspection station license, there will be the following consequences:

- After the DMV processes this form, the surrender of my license is final and cannot be undone.
• After being placed out of business, if I/we wish to become a public emissions inspection station in the future, I/we will be required to submit an original application.
• I will lose my right to transfer my public emissions inspection station license as allowed by 15 NYCRR 79.7 (f) (3)

I fully understand the consequences of surrendering my public emissions inspection station license.

WARNING: Making a false statement on this application, or submitting any documentation in support of this application that is false, may be punishable as a criminal offense.

Signature fields: Print Name, Signature (with 'X'), Date.

STEP 5 - Send this form and the items that must be returned to the appropriate address for the Bureau of Consumer & Facility Services. (The address depends on the shipping carrier that you use. See page 2.) Complete the table below to identify the items that you return. You can attach an additional packing list if you need more space.

Table with 4 columns: DMV-Issued Item, Item/Form Quantity, Beginning Serial #, Ending Serial #.

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

DMV-ISSUED ITEM	FACILITY TYPE	SURRENDER TO
Official Business Certificate	All	Bureau of Consumer & Facility Services Accounting Unit
Inspection Certificates	Inspection Stations	Bureau of Consumer & Facility Services Accounting Unit
Certificates of Sale (MV-50)	Dealerships	Bureau of Consumer & Facility Services Accounting Unit
Secure Power of Attorney Forms (MV-93)	Dealerships	Bureau of Consumer & Facility Services Accounting Unit
Salvage Certificate (MV-907A)	Itinerant Vehicle Collector Collector Vehicle Dismantler	Bureau of Consumer & Facility Services Accounting Unit
Snowmobile Dealer Demonstration Number	Snowmobile Dealers	Bureau of Consumer & Facility Services Accounting Unit
Dealer/Transporter Plate(s)	Dealerships Transporters	Any DMV Issuing Office
Boat Dealer Demonstration Number	Boat Dealer	Any DMV Issuing Office
Registration Number Plate	Dealerships and/or Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
In-Transit Permit	Dealerships and/or Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
Registration Documents/FS-6T	Private Sector Partnering	Dealer Plate Issuance/Private Sector Partnering
NYS Boat Registration Numbers (Labels)	Boat Dealers	Plate & Document Distribution Unit
Temporary Certificates of Registration (MV-53)	Boat, ATV & Snowmobile Dealers	Plate & Document Distribution Unit
Snowmobile Decals/Registration Numbers (RV-351)	Snowmobile Dealers	Plate & Document Distribution Unit

Use the appropriate address for items that you return to Dealer Plate Issuance/Private Sector Partnering and/or the Plate & Document Distribution Unit. (The address depends on the shipping carrier that you use.) Make sure the package is secure and durable to prevent loss and/or damage of items. Include a detailed packing list with your shipment.

UNITED STATES POSTAL SERVICE

NYSDMV -Dealer Plate Issuance/Private Sector Partnering
 PO Box 2820
 Albany, NY 12220-0820

NYSDMV - Plate & Document Distribution Unit
 6 Empire State Plaza, Room 226
 Albany, NY 12228

ALL OTHER CARRIERS

NYSDMV -Dealer Plate Issuance/Private Sector Partnering
 6 Empire State Plaza, Room 322
 Albany, NY 12228

NYSDMV - Plate & Document Distribution Unit
 6 Empire State Plaza, Room 226
 Albany, NY 12228