

INSTRUCTIONS: Use this form to notify the Department of Motor Vehicles that your Vehicle Safety-regulated facility is **permanently** out of business, and for instructions about surrendering the DMV items that have been issued to you. If your facility will be **temporarily** out of business, please contact the appropriate Vehicle Safety Field Services Regional Office for instructions.

STEP 1 – Enter your facility information

Facility Number	Facility Telephone Number ()	Facility E-mail Address	
Facility Contact Person			Date Out of Business
Facility Name			
Facility Address (include street number and name)			
City		State	Zip Code

STEP 2 – Indicate **all** facility types that are out of business

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Repair Shop | <input type="checkbox"/> Mobile Car Crusher | <input type="checkbox"/> Yacht Broker | <input type="checkbox"/> Itinerant Vehicle Collector |
| <input type="checkbox"/> Inspection Station | <input type="checkbox"/> Vehicle Dismantler | <input type="checkbox"/> ATV Dealer | <input type="checkbox"/> Out-of-State Junk & Salvage |
| <input type="checkbox"/> Motor Vehicle Dealer | <input type="checkbox"/> Scrap Collector | <input type="checkbox"/> Scrap Processor | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Transporter | <input type="checkbox"/> Snowmobile Dealer | <input type="checkbox"/> Salvage Pool | |
| <input type="checkbox"/> Drive-In Appraisal | <input type="checkbox"/> Boat Dealer | | |

STEP 3 – Surrender the DMV items that were issued to each facility that is permanently out of business (see additional instructions on page 2 of this form). All items surrendered to the Bureau of Consumer & Facility Services must be shipped with this form.

STEP 4 – Sign the certification (it must be signed by an officer, owner, principal or partner of the above listed business). Attach a copy of this signatory’s government-issued photo ID.

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.

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. If I/we apply to become a public emissions inspection station, the application will be for a new license and, as such, may be subject to placement on a waiting list, as required by 15 NYCRR 79.7(f).
- 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.

Print Name	
Signature X	Date

STEP 5 – Send this form and the items that must be surrendered to the appropriate address for the Bureau of Consumer & Facility Services (the address depends on the shipping carrier that you use, see page 2). Fill out the table below identifying the items you are returning and **attach an additional detailed packing list if needed.**

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	Dealer Plate Issuance Unit
In-Transit Permit	Dealerships	Dealer Plate Issuance Unit
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

Please use the appropriate shipping address for items to be surrendered to the Dealer Plate Issuance Unit and/or the Plate & Document Distribution Unit (the address depends on the shipping carrier that you use). Be sure the packaging you use is secure and durable to prevent loss and/or damage of items, and include a detailed packing list with your shipment.

UNITED STATES POSTAL SERVICE

NYSDMV - Dealer Plate Issuance Unit
 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 Unit
 6 Empire State Plaza, Room 322
 Albany, NY 12228

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