NEW YORK STATE | Department of Motor Vehicles

INSPECTION CERTIFICATE RETURN FORM

VEHICLE SAFETY & CLEAN AIR
6 Empire State Plaza
Albany, NY 12228

Put this form and any unused stickers in a secure and durable shipping container (i.e., a cardboard box or reinforced envelope) and include the following information with your shipment:

7-Digit DMV Facility Number: ___ ___ ___ ___ ___ ___ ___

Inspection Station Name: _____

Inspection Station Address: _____

_____

Contact Person: _____

Contact Phone Number: _____

Reason for Return: _____

_____

STICKER TYPE	YEAR	BEGINNING NUMBER	ENDING NUMBER	TOTAL STICKERS

Mail your shipment to one of the following addresses:

United States Postal Service
Bureau of Consumer & Facility Services
Accounting Unit
PO Box 2700
Albany, NY 12220-0700

All Other Carriers
Vehicle Safety, Accounting Unit
6 Empire State Plaza, Room 220
Albany, NY 12228

Important: If you are returning stickers for multiple facilities, use a separate form and place the stickers in separate shipping containers. **Do not place a new sticker order or requisition in the shipping container with your returned stickers**, as this will delay your new sticker order. After the returned stickers are logged into the DMV system, DMV will send a credit letter to the facility. When you receive the credit letter, verify the returned sticker numbers and the amount. If you find any discrepancies, please contact the Vehicle Safety & Clean Air unit at (518) 474-5913.

PLEASE RECYCLE · KEEP NEW YORK GREEN