



All certified New York State motor vehicle inspectors must follow these basic steps to ensure the proper completion of all inspections performed.

1. A customer brings a vehicle to your facility for its inspection.
2. You will inspect the vehicle as it was presented, regardless of its current condition or other concerns that brought the vehicle into your facility (even if you see an obvious safety or emissions failure, such as an active check engine light, broken tail lamp, etc.). If the check engine light is illuminated, do not try to read and then clear the diagnostic trouble codes before you perform the inspection. Clearing the trouble codes will prevent you from issuing an emissions waiver later, if needed.
3. If the vehicle is subject to a safety-diesel emissions inspection (opacity) test, you may perform the pre-emissions inspection check before you bring the vehicle into the building.
4. Bring the vehicle inside the building. If the vehicle does not fully fit inside the building of the inspection facility, you cannot inspect the vehicle. (Note: You can only perform inspections outside for light duty trailer inspections and, if there is not proper exhaust ventilation, the opacity portion of safety-diesel emissions inspections.)
5. Enter the vehicle information into the Computerized Vehicle Inspection System (CVIS). If an alert displays on the screen, read the instructions about how to proceed. Ask the customer if the vehicle has been inspected within the past 30 days. If the vehicle was inspected within the past 30 days, ask to see the Vehicle Inspection Report (VIR) from the previous inspection(s) and verify the inspections or re-inspections that are required (for instance, Safety Only, Emissions Only, Safety-Emissions or Safety-Diesel Emissions). If the vehicle is missing a Vehicle Identification Number (VIN), complete form VS-110 and mail the form to DMV within 24 hours.
6. Check the expiration date of the current inspection certificate affixed to the vehicle. If the certificate is expired, remove it. Write down the month and year of expiration. You may need to enter this information into CVIS to generate a 10-day temporary inspection extension that will be issued at the end of the inspection, if eligible.
7. Perform the required inspections or re-inspections, starting with the safety inspection. Always perform a brake equalization test after you perform the complete safety inspection. Enter all safety results (pass/fail) into CVIS.
8. Perform the first part of the emissions inspection or re-inspection, if required, which may include an Emissions Control Device (ECD) check and gas cap check. Enter the results of the ECD and gas cap check into CVIS.
9. Perform the On-Board Diagnostics II (OBD II) test or the opacity test, if required, on the vehicle.
10. If the vehicle passes inspection, affix the certificate as instructed by the CVIS. If the vehicle is a light trailer, hand the inspection certificate to the customer. Provide the customer with the Vehicle Inspection Report.

If the vehicle fails inspection, give the customer the Vehicle Inspection Report that indicates the reason for failure. If this was an initial inspection, the customer now has 30 days to make repairs to the vehicle. If the customer takes longer than 30 days to complete the repairs, another full initial inspection is required.

If the vehicle only failed the emissions portion of the inspection, you may be able to issue an emissions waiver. However, emissions repairs must be made and the waiver must be issued within 30 days from the initial failure. Note: Only the emissions portion of an inspection can be waived, if eligible. For more information on emissions waivers, see the forms OBDII Emissions Waiver Checklist (form VS-71.1) and OBDII Emission Waiver FAQs (form VS-71.2).

**NOTE: This form is a resource and is not intended as a replacement for the Commissioner's Inspection Regulations. For more information, see the Motor Vehicle Inspection Regulations Handbook (form CR-79) and NYVIP unit messages. For further assistance, please contact the Technical Services Bureau at (518) 474-5282, option #4.**

