



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: _____

Table with 5 columns: STICKER TYPE, YEAR, BEGINNING NUMBER, ENDING NUMBER, TOTAL STICKERS. Multiple empty rows for data entry.

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.

