



Information about inspection station requirements may be found at dmv.ny.gov under “open an inspection station” (dmv.ny.gov/inspection/open-inspection-station), in Part 79 of the DMV Commissioner’s Regulations, and Section 303 of the Vehicle and Traffic Law.

All requirements listed below must be met or your application WILL be denied.

- ☐ 1. Proof of business name:
 - (a) Corporation or LLC:
Filing Receipt from NYS Department of State; percentage of stock ownership for each officer.
 - Forms can be obtained through the NYS Department of State, Division of Corporations at 518-473-2492 or at dos.ny.gov.
 - (b) Partnership or individual using an assumed name:
You must complete, notarize, and file a “Business Certificate of Assumed Name” (also known as a DBA) with the county clerk where the business is located.
- ☐ 2. Copies of driver licenses or government-issued ID for **all** owners and officers or members.
- ☐ 3. Pay the fees indicated on your application. Attach a check or money order payable to: **Commissioner of Motor Vehicles**.
Starter checks are not accepted.
- ☐ 4. Complete and sign the *Original Facility Application*. **Stamped signatures are not accepted.**
- ☐ 5. If you have employees as defined by Worker’s Compensation (see wcb.ny.gov), provide proof of Worker’s Compensation and Disability Insurance coverage.
- ☐ 6. **Must** have a repair shop registration at the same location for a public inspection station.
- ☐ 7. **Must** have at least one full-time certified inspector for the groups of vehicles you are inspecting, and you must provide this individual’s name and certified inspector’s certificate number on the application.
- ☐ 8. Dealer inspection stations **must** have a dealer registration with the same name.
- ☐ 9. All private fleet inspection stations must have over 25 vehicles registered in their name, and all government fleet inspection stations **must** have over 5 vehicles registered in their name.
- ☐ 10. **Must** have required space as described in Commissioner’s Regulations Part 79.9.
- ☐ 11. Applicants **must** have a unique and exclusive mailing address, verifiable with USPS, and exclusive use of their mail receptacle.
- ☐ 12. **Must** have on-site safeguards for security documents.
- ☐ 13. Inspection station applicants will be interviewed by a DMV inspector (on-site inspection) before approval, to determine if all requirements are met. At that time the applicant **MUST**:
 - (a) Have, or have proof that an order is placed with Opus Inspection Inc. for, the required NYVIP3 testing equipment that can perform all inspection group(s) applied for. For more information or to place an order visit the Opus Inspection Inc. website at nyvip3.com, you may also contact Opus Inspection Inc. by phone at 1-866-OB-D-TEST (623-8378).
 - (b) Have all necessary tools required by Commissioner’s Regulations Part 79.9(d) to perform inspections in the group(s) applied for.
 - (c) Provide proof of internet access for transmission of all inspection data.
 - (d) Have the labor rate sign, inspection fee chart(s), and list of inspectors posted (public inspection stations).
 - (e) Have the appropriate outdoor sign(s) posted that correspond to the group(s) applied for, as described in Commissioner’s Regulations Part 79.13 (public inspection stations).
 - (f) Provide at least one certified inspector’s ID that is certified to inspect all group(s) applied for. (This requirement can be met with more than one certified inspector if needed.)