

**New York State Department of Motor Vehicles
Division of Vehicle Safety Services**

DUNN,STEPHEN,C
PO BOX 75

LYNDONVILLE NY 14098

CERTIFIED INSPECTORS ONLY...

In order to use this new card the inspector information must be entered into the NYVIP2 unit

- If this is a Renewal, you are already entered in the NYVIP2 system at the Station(s) you have been inspecting for
- If this is a new first time issued inspector's card, or you are inspecting at a different station, please follow the instructions below:

1. From the Main Menu choose (3) Station/Facility Menu (station manager or inspector with management rights can only access this menu).
2. From the Station Menu choose (3) View/Add Registered Inspectors.
3. Scan new card and enter required fields.
A password with at least five digits must be setup at this time.
4. Click Submit to assign inspector to facility.

A Certified Inspector can also be entered online at WWW.NYVIP.ORG with station sign on information and password.

Once signed in go to: Stations – Station Manager – Station Users to “Add Inspector.”

Please inspect your new card, If there are any errors, write or call

Bureau of Consumer and Facility Services
P.O. Box 2700 – ESP
Albany, NY 12220-0700
ATTN: Certification Unit

Phone Number (518) 474-7998

YOU MUST NOTIFY THIS OFFICE OF ANY ADDRESS CHANGE

Destroy any previous cards issued to you.

