



INSTRUCTIONS

To REQUEST AN EXEMPTION

- Determine whether your facility qualifies for an exemption from using the VERIFI system to get electronic Certificates of Sale (MV-50) and from certain book of registry requirements. According to §78.9 of the Commissioner's Rules and Regulations, to qualify for an exemption, your facility must meet **ALL** of the following requirements:
 - Your facility sold fewer than 10 vehicles in the last 12 months.
 - Your dealership has two or fewer dealer demonstration and transporter plates.
 - Your facility is not in the Dealer Partnering Program or the Dealer Plate Issuance Program.
 - Your dealership's registration was not suspended on any day starting on or after March 23, 2016.
 - Your facility was placed into business before October 9, 2018.

IMPORTANT: If you do not meet ALL of the requirements listed above, your application will be rejected.

- You must register with the VERIFI system and complete a VERIFI Facility Participation Agreement. To get the agreement, go to www.VERIFINY.com, or call the VERIFI Help Desk at (833) 837-4346.
- After you complete the VERIFI Facility Participation Agreement, you may request the exemption. To request the exemption, complete sections 1, 2, 3 and 4. Send the completed and signed form to DMV by mail or fax (do not fax and mail the application, choose only one method):

Vehicle Safety

**NYS Department of Motor Vehicles
6 Empire State Plaza, Room 220C
Albany, NY 12228**

OR

FAX: (518) 473-9903

To REQUEST WITHDRAWAL OF AN EXEMPTION

NOTE: This option is only for dealerships that have been granted an exemption and no longer want to be exempt.

- Complete sections 1, 2 and 6.
- Send the completed and signed form to DMV by mail or fax (do not fax and mail the application, choose only one method):

Vehicle Safety

**NYS Department of Motor Vehicles
6 Empire State Plaza, Room 220C
Albany, NY 12228**

OR

FAX: (518) 473-9903

SECTION 1 - Choose ONLY ONE

☐ I am applying for an exemption.

☐ I have been approved for an exemption and no longer want to be exempt.

SECTION 2 - BUSINESS INFORMATION FOR ALL APPLICANTS (Please print clearly)

Name of Business	Facility Number
Business Address	
Business E-mail Address	Business Phone Number ()

SECTION 3 - BUSINESS INFORMATION FOR APPLICANTS WHO REQUEST AN EXEMPTION

1. Have you completed the VERIFI Facility Participation Agreement? (The agreement is separate from this form.)
☐ Yes ☐ No
2. How many motor vehicles and trailers has your facility sold in the previous 12 months? _____
3. Are 3 or more dealer demonstration plates and transporter plates (combined) currently assigned to your dealership?
☐ Yes, 3 or more ☐ No, 2 or fewer.
4. List the plate numbers for ALL dealer demonstration plates and transporter plates that are currently assigned to your dealership:
1. _____ 2. _____
5. Is your facility enrolled in the Dealer Partnering Program?
If yes, you cannot be exempted from using the VERIFI system to get electronic Certificates of Sale (MV-50).
☐ Yes ☐ No
6. Is your facility enrolled in the Dealer Plate Issuance Program?
If yes, you cannot be exempted from using the VERIFI system to get electronic Certificates of Sale (MV-50).
☐ Yes ☐ No
7. Has your dealer registration been suspended on or after March 23, 2016?
☐ Yes ☐ No
8. Was your facility placed into business on or after October 9, 2018?
If yes, you cannot be exempted from using the VERIFI system to get electronic Certificates of Sale (MV-50).
☐ Yes ☐ No

SECTION 4 - CERTIFICATION FOR APPLICANTS WHO REQUEST AN EXEMPTION

I certify that I am the owner, partner, officer, or a managing member of the facility named on this application, and that all information I have provided on this application is true to the best of my knowledge.

Name of Applicant (please print)

X _____

Sign Name

Date

SECTION 5 - IF YOU ARE APPROVED FOR A VERIFI EXEMPTION

After each motor vehicle sale or transfer attributable to your dealership, you must submit a photograph or photocopy of the paper MV-50 or MV-50W to VERIFI by one of these methods:

- By email to Exempt@VERIFINY.com.
- Mail to VERIFI Dealer Success, 9 Corporate Drive, Clifton Park, NY 12065, Attn: Exempt
- Call 1-833-VERIFINY (1-833-837-4346) to provide the information.

SECTION 6 - CERTIFICATION FOR APPLICANTS WHO REQUEST WITHDRAWAL OF AN EXEMPTION

I certify that I am the owner, partner, officer or a managing member of the facility named on this application, and that all the information I have provided on this application is true to the best of my knowledge. I certify that my facility has been granted an exemption pursuant to §78.9 of the Commissioner's Rules and Regulations, and that I want to use VERIFI at my facility.

I understand that once I have submitted this application, it cannot be withdrawn, and that I would have to submit a new application in order to be considered for exempt status in the future.

Name of Applicant (please print)

X _____

Sign Name

Date