



DATE

An inspection station must complete this form and notify the DMV within 24 hours any time an altered vehicle is presented for inspection, whether or not an inspection is conducted.

An altered vehicle is defined as a vehicle that has been stretched or widened to increase passenger capacity.

**INSTRUCTIONS**

1. Complete sections 1-6. Do not leave any fields blank.
2. Email a copy of the completed form or send an email with all required information to [limoreport@dmv.ny.gov](mailto:limoreport@dmv.ny.gov) or fax the completed form to (518) 474-2739.

**VEHICLE PLATE INFORMATION**

SECTION 1

PLATE NUMBER

STATE

**VEHICLE INFORMATION**

SECTION 2

VEHICLE IDENTIFICATION NUMBER

**SEATING CAPACITY**

SECTION 3

From the observations of the inspector, how many passengers will this vehicle hold (including the driver)? \_\_\_\_\_

**DOT EXEMPTION**

SECTION 4

If the vehicle seats 9 passengers (including the driver) or more, were you given a DOT exemption letter?

No

Yes

If "Yes", you must email or fax a copy of the exemption letter with this form.

**ALTERER INFORMATION**

SECTION 5

Is there a Federal Alterer's Safety Certificate affixed to the vehicle (normally found on the door jamb)?

No

Yes

**FACILITY INFORMATION**

SECTION 6

FACILITY NAME

FACILITY NUMBER

NAME OF FACILITY REPRESENTATIVE/INSPECTOR

If you have questions about this process, contact DMV at (518) 473-0597.