

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
Mobile Source Operations Section

OPERATIONAL ORDER	NUMBER 11	EFFECTIVE DATE: May 3, 1993 Revised: August 14, 2000
SUBJECT EMISSIONS INSPECTION DEFERRAL REQUEST	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

A vehicle emissions inspection deferral permits vehicle registration or registration renewal without the emissions inspection. A vehicle shall qualify for a deferral when it has been disclosed that it is not in the testing area at the time of registration or registration renewal, and that it would be unreasonable to require the return of the vehicle for the emissions inspection. An example of this would be a student who is away at college, or a member of the military temporarily transferred to an out of state location. Normally, a drive time of four (4) hours or less will not qualify for a deferral.

The person requesting the deferral may submit the request form in person, by phone (fax), or by mail. The location where the application form is to be sent should be obtained to allow the form to be forwarded for completion. The requestor should be reminded to return the completed form (Attachment #1) with a copy (not original) of the registration or registration renewal form (Attachment #2).

Once the completed deferral request form has been received, it shall be forwarded to the Mobile Source Program Specialist (MSPS) for review and internal investigation. The investigation shall include a determination of the approximate drive time to an emissions inspection station location in Northern Virginia, whether any prior deferrals have been granted, or whether there is a recent emissions inspection report on record for the vehicle identified in the request. Depending on the circumstances of the request and/or the internal investigation, the MSPS may contact the requestor for additional information, and/or conduct a field investigation to determine the veracity of the deferral request (Attachment #3). The MSPS shall forward the request form along with any documentation, and a recommendation for approval or disapproval, to the Program Manager (PM).

The PM may determine that additional information or a field investigation is necessary, and refer the request back to the MSPS for further action before approving the request. Upon review and approval, the PM shall forward the package to the Mobile Source Receptionist (MSR), who will prepare a letter to the citizen (Attachment #4) and a memorandum to the Department of Motor Vehicles (DMV) (Attachment #5). The letter will inform the requestor of the approval of the request for deferral, and indicate that the memorandum may be submitted to DMV for registration purposes. The letter will also request that an emissions inspection be performed on the vehicle upon its return, and that a copy of the inspection report be forwarded to DEQ. The request package will then be forwarded to the PM for signature, and then back to the MSR for copying, filing and mailing. If the request is disapproved, the matter will be referred to the MSPS for notification to the requestor and any further action as needed.

The letter and memorandum must be on original letterhead and have original signatures.

In the absence of the PM, the Mobile Source Technical Officer or the Regional Compliance & Enforcement Manager may exercise the PM's functions.

ATTACHMENTS

1. REQUEST FOR EMISSIONS INSPECTION DEFERRAL FORM
2. VEHICLE REGISTRATION FORM
3. INVESTIGATIVE FORM
4. DEFERRAL LETTER
5. DEFERRAL MEMORANDUM



REQUEST FOR DEFERRAL OF VEHICLE EMISSIONS INSPECTION REQUIREMENT

INSTRUCTIONS

This form must be completed in its entirety. Failure to provide all the information requested on this form will result in denial of the deferral request.

The request for deferral of the vehicle emissions inspection requirement will be reviewed for completeness, and will be granted only if it is determined that it is unreasonable to have the vehicle returned to the Northern Virginia program area for the emissions inspection. Normally, a drive time of four (4) hours or less will not qualify for a deferral. If the deferral is granted, a memorandum will be sent to you, which you may submit to DMV with your registration renewal form.

Return this form along with a copy (not original) of the DMV registration renewal form to:

DEPARTMENT OF ENVIRONMENTAL QUALITY
 MOBILE SOURCE OPERATIONS SECTION
 13901 CROWN COURT
 WOODBRIDGE, VIRGINIA 22193-1453

For questions regarding this request, contact the Mobile Source Operations Section at 703-583-3900 or Toll-free in Virginia: 1-800-275-3844

OWNER INFORMATION

Name: _____

Address: _____

Phone: (H) _____ (W) _____

VEHICLE INFORMATION

Year: _____ Make: _____ Model: _____

Vehicle Identification Number (VIN): _____

Plate Number: _____ Expiration Date: _____

1. Address where vehicle is currently located:

2. Vehicle has been there since _____ and will be there until _____
(Enter Date) (Enter Date)

3. Reason for deferral request:

4. Address where you want the deferral letter to be sent:

5. The information that is provided on this form is true and correct. I agree to obtain a vehicle emissions inspection within 15 days after returning the vehicle to Northern Virginia.

Name: _____
(Please Print)

Signature: _____ Date: _____

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**EMISSIONS INSPECTION DEFERRAL REQUEST
 INVESTIGATION FORM**

Due date: _____

Owner's Name:
Address Checked:
Additional Address Checked:

Date	Time	Was vehicle sighted?	
		YES <i>(If "YES", explain below)</i>	NO

Additional Information:

Investigating Officer (Print): _____

Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____



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DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office
13901 Crown Court
Woodbridge, VA 22193-1453
(703) 583-3800 fax (703) 583-3801
<http://www.deq.state.va.us>

Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

James S. Gilmore, III
Governor

John Paul Woodley, Jr.
Secretary of Natural Resources

October 19, 1998

Mr. John D. Doe
1234 Any Street
Anytown, New Mexico 12345

Dear Mr. Doe:

I have enclosed a deferral memorandum which you may send to the Virginia Department of Motor Vehicles in order to obtain your registration renewal without the emissions inspection at this time. When the vehicle is returned to Virginia, please have the emissions inspection performed at that time and return a copy of the inspection report to this office within fifteen (15) days after the inspection.

If in the future you will be out of the state during the registration renewal period that requires an emissions inspection, please obtain your emissions inspection prior to leaving. Retain the emissions inspection report and use a copy to obtain your registration renewal if you are out of state at the time you are prompted for a renewal.

The payment of the \$2.00 annual emissions fee included in the registration amount (\$4.00 for a two-year registration) is still required for this renewal.

If you have any questions or problems, please don't hesitate to contact the Mobile Source Operations Section at (703) 583-3900 or toll-free in Virginia at 1-800-275-3844.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/jkj
. File



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October 19, 1998

MEMORANDUM

TO: Virginia Department of Motor Vehicles

FROM: J. Michael Thompson, Jr.
Program Manager

SUBJECT: Emissions Inspection Deferral for "Out of State/Area" Vehicle

Please renew the registration for Virginia license "123-USA" and V.I.N. "1ABC234DEF5678" which expires on November 30, 1998, without the requirement for emissions inspection "pass" or "waiver." The owner or other responsible party has represented that this vehicle is currently located in Anytown, New Mexico.

The payment of the \$2.00 annual emissions fee included in the registration amount (\$4.00 for a two-year registration) is still required for this renewal.

If there are any questions regarding this matter, please do not hesitate to contact me at (703) 583-3900.

JMT/jkj
cc: File