

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: June 18, 2009
SUBJECT EMISSIONS INSPECTION DEFERRAL REQUEST	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

A vehicle emissions inspection deferral allows 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. Examples of this include a student who is away at college, temporary employment out of the area or a member of the military temporarily transferred out of the area. Note, however, that a drive time of four (4) hours or less will not qualify for a deferral.

The person requesting the deferral may submit the Request for Deferral of Vehicle Emissions Inspection Requirement form (Attachment #1) in person, by facsimile (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 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 and complete an investigation form (Attachment #3). In addition, a Verification of Vehicle Location form (Attachment #4) may be sent to the address where the vehicle is alleged to be garaged when deemed necessary. 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. Upon review and approval, the PM shall forward the package to the Mobile Source Receptionist who will prepare a letter to the citizen (Attachment #5) and a memorandum to the Department of Motor Vehicles (DMV) (Attachment #6). 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 receptionist 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 may exercise the PM's functions.

ATTACHMENTS

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



REQUEST FOR DEFERRAL OF VEHICLE EMISSIONS INSPECTION REQUIREMENT

INSTRUCTIONS

This form must be completed in its entirety. Failure to provide all of the information requested will result in delay or denial.

Your request for a 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 (from the vehicle's location to the closest emissions inspection station) will not qualify for a deferral. Verification of vehicle location by local authorities may be required. If the deferral is granted, a memorandum will be sent to you, which you may then submit to DMV with your application for registration renewal.

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
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 the vehicle is currently located:

2. Vehicle has been there since _____, and will be returned by _____.
(Enter Date) (Enter Date)

Note: if the vehicle will be returned to the program area within 30 days, no deferral will be granted. Please contact DMV at 1-866-368-5463 for a one-time registration extension, or a special transport tag if applicable.

3. Reason for deferral request:*

* To expedite the review and approval process, please include as much information as possible. For example: if a student has the vehicle, please include the student's name & address along with the name & address of the institution the student is attending. If military, include the address where stationed.

4. Address where you want the deferral letter to be sent (if different from owner address on front):

5. I affirm that the information that I have provided on this form is true and correct to the best of my understanding. I agree to obtain a vehicle emissions inspection within 15 days after returning the vehicle to Northern Virginia, and understand that failure to comply with this requirement could result in registration enforcement action.

Name: _____
(Please Print)

Signature: _____ Date: _____



www.dmv#DfJ.com
 Virginia Department of Motor Vehicles
 Post Office Box 0412
 Richmond, Virginia 23269-0001

Renewing Your Vehicle Registration

VSA-2G (07-08)

Your registration expires on 06/30/09.

New Law Adds \$5 to In-person Renewals

Beginning July 1, 2008, customers who renew plates and decals in DMV customer service centers will pay a statutory \$5 fee per vehicle, in addition to the annual registration fee. The Virginia law aims to reduce the number of customers who rely on DMV customer service centers to conduct routine transactions that can be done by more cost-effective service options, such as the Internet, automated telephone and mail. The goal is to reduce DMV operational costs and produce future savings for Virginia taxpayers.

Customers have four no-fee service options for renewing vehicle registrations. Discounts are available for Internet and multi-year renewals.

- Internet (www.dmvNOW.com)
 Renew online and save \$1. Save time and update your record instantly. Pay with a major credit card or e-check. Print and save your temporary registration until you receive new decals and registration card by mail.
- Automated Telephone (888-337-4782)
 Update your record instantly. Pay with a major credit card. Receive new decals and registration card by mail.
- U. S. Mail
 Complete front and back of the bottom portion of this notice and return it in the enclosed envelope with your major credit card information, check or money order made payable to DMV. Receive new decals and registration card by mail.

Most customers receive their vehicle registration materials within five days, but U. S. mail delivery times vary. Please allow 15 days to receive your decals before contacting DMV.

- DMV Select
 Local governments and private businesses contract with DMV to provide routine services such as vehicle registration renewals. For location information, visit www.dmvNOW.com.

VR01

CHECK HERE TO ORDER NEW PLATES
(see instructions on back)

THIS VEHICLE IS FOR (Check one of the boxes below) \$79.50 FOR 2 YEARS

Personal Use Business Use

VIN: .

PLATE TYPE STKR LAST 4 DIGITS OF VIN VEHICLE MAKE YEAR EW GW GWR GCWR EXPIRATION DATE

PAS1 ACUR 1999 2568 R R 06/30/10 11

Credit Card Number

PLEASE CHECK YOUR CHOICE Registration fee

200

EMISSIONS INSPECTION REPORT REQ'D
 TAKE THIS TO EMISSIONS TEST STATION



82323662 2124320203090940404000000000000004075007950

Vehicle is garaged/parked in
 LOUDOUN COUNTY

YES NO 10 | Signature Date

Are any of the vehicle owners on active military duty or service?

Signature I certify that the insurance information on the back of this application and other information I have provided is accurate. If I have provided my credit card number, I authorize use of this number for payment. (Authorized representatives must sign on behalf of a company or corporation.)
 Daytime Telephone Number

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

**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:
RECOMMEND APPROVAL [<input type="checkbox"/>] RECOMMEND DENY [<input type="checkbox"/>] RECOMMEND 1-A [<input type="checkbox"/>]

Investigating Officer (Print): _____

Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____



VERIFICATION OF VEHICLE LOCATION

(Addendum to MSOS Form 1, "Request for Deferral of Vehicle Emissions Inspection Requirement")

Instructions

The information requested below is necessary in order to process your request for a deferral of the vehicle emissions inspection requirement. Failure to provide the necessary information and to have the vehicle's location officially verified as described below will result in denial of the request. Students are to complete Parts A & C; others are to complete Parts B & C; ALL applicants must then present this form to the institution police/security department or to the local law enforcement agency for verification of vehicle location, signature and date in Part D. Mail this completed form directly back to the Department of Environmental Quality, Mobile Source Operations Section, 13901 Crown Court, Woodbridge, Virginia, 22193-1453. For additional information or if you need assistance, please call the Mobile Source Operations Section at (703) 583-3900 or toll-free in Virginia at 1-800-275-3844.

A. For Students: Living: ___ On Campus ___ Off Campus
Student Name: _____ Local Phone: _____
Student Address: _____ Zip Code: _____
Institution: _____ Local Phone: _____
Institution Address: _____ Zip Code: _____

B. For Employment Outside of the Northern Virginia Area:
Employee Name: _____ Local Phone: _____
Address: _____ Zip Code: _____
Employer: _____ Employer Phone: _____
Employer Address: _____ Zip Code: _____

C. Vehicle Information:
Vehicle Year: _____ Make: _____ Model: _____ Tag No. _____
Vehicle Identification Number: _____

D. University Police/Security, or Local Law Enforcement Verification of Vehicle Location:
"I have verified that the vehicle identified above is physically located within the geographical or law enforcement jurisdiction of this institution, agency or department."
Signed: _____ Badge No. _____
Print Name: _____ Phone: _____
Agency or Department: _____
Address: _____ Zip: _____

The owner/operator of the vehicle described above has submitted a request for a deferral of the vehicle emissions inspection requirement. DEQ appreciates your assistance in verifying the physical location of this vehicle in order to ensure compliance with the requirements of Virginia's Vehicle Emissions Inspection Program (9 VAC 5, Chapter 91 and §§ 46.2-1176 et. seq. of the Code of Virginia).



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

NORTHERN REGIONAL OFFICE

13901 Crown Court, Woodbridge, Virginia 22193-1453

(703) 583-3800 Fax (703) 583-3821

www.deq.virginia.gov

L. Preston Bryant, Jr.
Secretary of Natural Resources

David K. Paylor
Director

Thomas A. Faha
Regional Director

May 18, 2004

Mr. Robert W. & Melecio R. Rodriguez
8508 Lakinhurst Ln.
Springfield Va. 22152-1727

Dear Mr. & Ms. Rodriguez

I have enclosed a deferral memorandum that 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,

COPY

J. Michael Thompson, Jr.
Program Manager

JMT/rls
c: File



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

NORTHERN REGIONAL OFFICE

13901 Crown Court, Woodbridge, Virginia 22193-1453

(703) 583-3800 Fax (703) 583-3821

www.deq.virginia.gov

L. Preston Bryant, Jr.
Secretary of Natural Resources

David K. Paylor
Director

Thomas A. Faha
Regional Director

May 18, 2004

MEMORANDUM

TO: Virginia Department of Motor Vehicles

FROM: J. Michael Thompson, Jr.
Program Manager

COPY

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

Please allow the registration for Vehicle Identification "3VWRC29M0YM178612" without the requirement for emissions inspection "pass" or "waiver." The owner or other responsible party has represented that this vehicle is currently located in Stanford, California.

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/rls
c: File