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## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PARTICIPATION AND MEMORANDUM OF UNDERSTANDING

### GENERAL

Each principal must complete an Application for Participation and Memorandum of Understanding in order to be assigned an access code to the DMV Web Application. Applicants must agree to follow all requirements and specifications in the DMV Web Application.

### PURPOSE

The purpose of the Application to Participate is to:

- Identify the information provider
- Identify the areas to be accessed
- Identify the persons to be accessing areas of information
- Outline the terms and standards for using the DMV Web Application
- Identify the authorized signer for the Business.

In addition, completion of the Application for Participation is the process used to convey the necessary information to facilitate electronic exchange of information. It will ensure the accuracy of the entity information by comparing the information provided with the information in the Business Licensing's database. Once accepted into the Program, the acceptance is valid until terminated by the Department.

### CONTACTS

Questions regarding this form may be directed to Occupational Business Licensing office. In the Northern area - (775) 684-3564 and in the Southern area - (702) 486-8620. You may also contact the VID help group at [DMVEmissionsHelpGroup@dmv.nv.gov](mailto:DMVEmissionsHelpGroup@dmv.nv.gov).

You may also contact your local DMV Emissions Lab. In the Northern area - (775) 684-3580 or by e-mail to [gsmith@dmv.nv.gov](mailto:gsmith@dmv.nv.gov). In the Southern area - (702) 486-4981 or by e-mail to [jtynning@dmv.nv.gov](mailto:jtynning@dmv.nv.gov).

### DEFINITIONS

*Mode of Purchase* means the type of payment used to pay for VIR's either on the DMV Web Application or through a full service DMV office.

*User* means the person or customer who will be using the DMV Web Application



*Super Trans ID* means the DMV transaction number assigned to a transaction for tracking purposes.

## **TERMS AND STANDARDS**

Principals, managers and authorized representatives (users) will be assigned access to the DMV Web Application. All users will be assigned an access code. The user will be instructed about choosing a password and will need to be activated at either the Emissions Control Lab or during the monthly audits by the Emissions Lab technicians.

All users will be able to do all listed transactions from the DMV Web Application. **Please be aware, authorization will permit any employee with access to purchase VIR's for the emission station.**

Station owners must be aware to add all emission stations and their respective station number. If this is not complete, you will not have access to all your stations through the DMV Web Application.

Managers and inspectors may be approved by the station owner(s)/principal(s) to perform the same functions as a manager in the absence of a manager.

Any one, station owner(s)/principal(s), managers and inspectors, can be limited to only access certain stations. Any one who has access to a station will be able to perform all listed transactions below.

The transactions which will be able to be processed or reviewed from the DMV Web Application are as follows:

- Review emission stations status, expiration date of license and number of VIR's currently assigned to the station
- Purchase VIR's for any station
- Review history of VIR's purchased, super tran ID, date purchased, where purchased (mode), and specific number of VIR's available at the station
- Perform a search of VIR's used within the last 90 days

## **INSTRUCTIONS FOR COMPLETING APPLICATION**

1. Enter the legal business name, Federal Employer Identification Number of the person or company completing the application.
2. Enter the name, telephone and e-mail address of your contact persons for questions regarding your Application.
3. Select the appropriate box for the application and access for managers. If you are unsure any managers still have access, you may contact your local



emissions lab. One box must be selected before the application will be processed.

4. Enter the names, station license number, date of birth, Nevada drivers license number, inspector license number (if applicable), whether they are a Nevada resident or not. You must indicate if you want to add or delete this persons access to the Web Portal.
5. Complete the verification section by signing legal name, name of the business and title of the person signing the agreement on behalf of the entity. If the representative signing this document is not an owner, officer or authorized employee of the entity entering into this agreement, please attach a Power of Attorney granting the representative the ability to enter into this agreement on the entity's behalf.
6. Mail the completed agreement to:

**North**

Department of Motor Vehicles  
Compliance Enforcement Division  
9155 Double Diamond Pkwy  
Reno, NV 89521

**South**

Department of Motor Vehicles  
Compliance Enforcement Division  
2621 E. Sahara Ave  
Las Vegas, NV 89104

**For security, please seal the completed Emission Program Application for Participation into an inner envelope marked "Confidential – Emission Program Application for Participation Enclosed".**