

## Instructions

**Complete and send to:**

Ministry of Transportation  
 MVIS Unit  
 301 St. Paul St, 3rd Floor  
 St Catharines ON L2R 7R4  
 Fax: 905-704-2574

**Note:** All unused certificates must be returned with this form. To request a refund on your balance of 'Stored credit and/or Prepaid Account', submit a written request to the above address.

For additional information visit [www.mto.gov.on.ca](http://www.mto.gov.on.ca) or call 416-246-7166 or 1-800-387-7736.

## Station Details

Licensee Name	MVIS Licence Number
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## Station Address

Unit/Apt/Suite Number	Street Number	Street Name	PO Box
Lot Number	Concession	Township	City/Town/Village
Province		Postal/Zip Code	Country

## Motor Vehicle Inspection Station (MVIS) Refund Information

Returned       Reported Lost or Stolen

		Office Use Only	
Stock Item	Certificate Numbers	EBS Returned Order Number	Refund Amount
<input type="checkbox"/> Safety Standard Certificates			
<input type="checkbox"/> Annual Inspection Certificates and Stickers			
<input type="checkbox"/> Structural Inspection Certificates			
<input type="checkbox"/> Semi Annual Inspection Certificates and Stickers			
		Sub-Total	
		Minus: Admin-Fee	
		<b>Total Refund</b>	

## Refund Method

Stored Credit       Cheque (\$5 administration fee applies)

**Forward Refund To**       Same as station details above

Name

**Address**

Unit/Apt/Suite Number	Street Number	Street Name	PO Box
Lot Number	Concession	Township	City/Town/Village
Province		Postal/Zip Code	Country
Telephone Number ext.		Fax Number	Email Address

**Signature**

Note: Under provincial legislation, a false statement from the applicant may result in a penalty.

Information in this application is collected under the authority of section 91 of the *Ontario Highway Traffic Act* and Ontario Reg 601 and is used to establish the eligibility for a Motor Vehicle Inspection Station Licence. Direct enquiries to the Ministry of Transportation, Carrier Sanctions and Investigation Office, 301 St. Paul Street, 3rd Floor, St. Catharines ON L2R 7R4, 1-800-387-7736 or 416-246-7166.

Name of Licensee/Representative/Service Provider

Signature of Licensee/Representative/Service Provider

Date (yyyy/mm/dd)