

INSTRUCTIONS TO APPLY FOR A TEMPORARY VEHICLE EMISSIONS TEST EXEMPTION FOR VEHICLES REGISTERED IN DAVIDSON COUNTY, TN

The following documents are required to be included with completed application forms:

1. Renewal notice or a copy of the registration for your vehicle.
2. If a **college student**, a copy of your **student ID** or a copy of your tuition payment (with a current date). Students who live in Knoxville may go to Chattanooga for emission tests.
3. If **military**, LES papers and a copy of the Stationing Order are required. If the exemption is for the spouse of a military personnel, provide a copy of marriage certificate.
4. Please provide one document as proof of your physical address in Davidson County. This must be a current **electric, gas, water, lease agreement or property tax statement**. These items need to be in the **name of the person the vehicle is registered to**. (**PO Box numbers are not acceptable**). Students and military personnel do **NOT** need a lease agreement or utility bill.
5. The **original passing** emission test dated within 90 days of tag expiration. If the vehicle is located in a non-testing area, please complete the relevant signed statement section on the application form that the vehicle will be tested upon its return and that the passing emission test will be sent to this office.
6. Check should be made payable to the Davidson County Clerk for the amount on the renewal form. (Contact the County Clerk's Office at 615/862-6251 for amount due).

Exceptions can be made based on the following: *There is no guarantee an exemption will be granted based on these criteria as each situation is handled independently.*

- Dual residences (Florida, New York, California, etc.). These are vehicle property tax states where people leave extra vehicles. Vehicles in states where emission tests are available such as California may be granted exemptions with an emission test from the state, if other criteria are met. If emission tests are not available in the state, such as in Florida, we will need to verify the vehicle's location to issue an exemption. Other options are for the vehicle to be registered in the state it resides in or bring the vehicle back to Nashville once a year for an emission test. You may also go to a neighboring state for an emission test.
- Family emergencies.

Other Information:

Upon receipt, the Vehicle Inspection Program will review your application for completeness. If every item is not included, your application will be returned. If the vehicle qualifies, the Division will issue a Certificate of Exemption.

If an exemption without an emission test is granted, the maximum time granted is six months. When the vehicle returns to the emissions testing area, it must be tested and pass an emissions test. The emission test result must be mailed to the address on the application form. Davidson County testing locations and operating hours are available by visiting <http://www.nashvillevip.org>

If a passing test is not received by the set date, we will ask the County Clerk's Office to place a stop on the registration until a passing emission test is received. This stop will prevent any future transactions on the vehicle.

PAYMENT

Please include a check or money order made payable to the Davidson County Clerk for the amount stated on the renewal notice plus \$2.00 (\$3.00 if getting a new plate) for mailing. You can contact the Davidson County Clerk's office on 615-862-6251 for additional information.

We **will not** accept an out-of-state check

Credit Card Authorization Form

To pay by credit card, please complete the information below and include with your submittal.

NOTE: A convenience fee of 2.30% will be assessed by the electronic processing company. No part of this fee goes to Metro. Your signature authorizes this fee to be added to the total amount of your transaction.

VISA MASTERCARD Authorized Amount \$ _____

CARD NUMBER

EXPIRATION DATE: MM/YY

NAME AS APPEARS ON CARD

PHONE

SIGNATURE