

## **ENHANCED VEHICLE SAFETY INSPECTION STATION APPLICATION REQUIREMENTS**

### **A. General Requirements**

1. Applicants must complete the Enhanced Vehicle Safety Inspection Station Application.
2. Applicants must be an active, certified Official Safety Inspection Station with no current or pending suspension(s) or appeal(s) of suspension(s).
3. All applicants will be subject to a review period in which the active Official Safety Inspection Station must demonstrate they are able to properly conduct ongoing, bona fide safety inspections and have demonstrated an operational history during successive audits with no actionable violations accrued by the Official Safety Inspection Station. The Official Safety Inspection Station must also demonstrate that the station is operating as required in 67 Pa. Code § 175.29(a)(1), relating to conducting business honestly and in the best interests of this Commonwealth, in accordance with the Vehicle Code and the Vehicle Equipment and Inspection Regulations, and the requirement to make every reasonable effort to inspect all vehicles upon request. Applicants shall provide all required information regarding their ability to meet or exceed the requirements to become an Enhanced Vehicle Safety Inspection Station.
4. Applicants shall address each requirement specified below.

### **B. Experience**

1. The application must include the following:
  - a. If a Corporation, include the names of the President, Vice President, Secretary, and Treasurer and include the name of all individuals holding any percentage of ownership.
  - b. If a sole proprietorship, include the name of the owner.
  - c. If a partnership, include the names of all partners.
  - d. If a limited partnership, include the name of the general partner and list all individuals holding ownership interests.
  - e. If an LLC, include the name of all members holding any percentage of ownership.
  - f. All applicants must also include the name(s) of support staff who will be involved in the enhanced safety inspection service and indicate the responsibilities each person will have within the service.
  - g. Please include the Inspection ID number or the Inspection Record ID number of each person so named above.
2. Neither the applicant, nor any of the applicant's employee(s) shall be under sanction or investigation by the Department for violations of the Vehicle Code or Department regulations.
3. Prior violations of the Vehicle Code or Department regulations may disqualify an

applicant, as such violations will be considered in the evaluation of the application.

4. Applicants shall not have any monies due and owing to the Commonwealth by the applicant's business or by the owners and officers of the business; application will be denied if monies are owed.

### **C. Facilities**

1. Each applicant must submit photographs of the interior and exterior of the proposed place of business.
2. The photographs must show the following items:
  - a. Entranceway;
  - b. Exterior sign with business name;
  - c. Exterior official inspection station sign (with visible station number);
  - d. Interior of office;
  - e. Interior of service bay(s);
  - f. Exterior of building;
  - g. Secure area for storage of inspection stickers and other items relating to vehicles being presented for an enhanced vehicle safety inspection; and
  - h. Display of the complete schedule of fees and charges relating to safety inspections (and emission inspections, if applicable) posted for customers.
3. In addition to the tools and equipment listed in 67 Pa.Code § 175.26, Vehicle Equipment and Inspection Regulations, each Enhanced Vehicle Safety Inspection Station shall also be equipped with:
  - A window tint meter capable of testing the light transmittance of all window locations on the vehicle;
  - A candlepower meter;
  - An instant or digital camera with printer;
  - Reference material that illustrates and/or provides public vehicle identification number (VIN) locations.

### **D. Criminal Record Check(s)**

1. Each owner or corporate officer and every employee to be engaged in the enhanced vehicle safety inspection service must obtain a criminal record check from the Pennsylvania State Police, using the link <https://epatch.state.pa.us>, to determine if they have been convicted of a criminal offense. If such a conviction exists, the facts of the offense must be provided to the Department, and Department approval must be obtained before hiring or utilizing the person who will be involved in the enhanced safety inspection service. The criminal record check provided must include the entire complete Pennsylvania State Police report. Record checks that say "Pending" or "Record for Control" are not complete reports.
2. The criminal record check must be no more than 30 days old at the time the application is submitted.
3. The Department reserves the right to deny an application for an Enhanced Vehicle Safety

Inspection Station Agreement for criminal history on the same grounds that would result in termination of a current Enhanced Vehicle Safety Inspection Station Agreement for criminal history.

**E. Security Plan**

1. Applicant shall provide its written proposal for the method of security which it intends to use for safeguarding all supplies relating to the enhanced vehicle safety inspection service including inspection stickers, certificates of salvage, and certificates of title issued to vehicles being presented for an enhanced vehicle safety inspection.

**F. Proof of Insurance**

1. Applicant shall provide a certificate of insurance and maintain with the Department a current certificate of insurance for garage keepers coverage, in the amount of \$50,000 for each prospective Enhanced Vehicle Safety Inspection Station. The certificate of insurance shall be issued by an insurance carrier authorized by law to transact business in this Commonwealth. The Department must be listed as the certificate holder, stated as Pennsylvania Department of Transportation, Vehicle Inspection Division, P.O. Box 69003, Harrisburg, PA 17106-9003.

**G. Denial of Application**

1. The Department may deny an application for an Enhanced Vehicle Safety Inspection Station Agreement upon determining that the applicant is not capable of performing the duties of an Enhanced Vehicle Safety Inspection Station in a manner consistent with the public interest and/or failure to satisfy the General Requirements or any other requirements contained in the Enhanced Vehicle Safety Inspection Station Application Requirements.
2. The Department may deny an application for an Enhanced Vehicle Safety Inspection Station Agreement on the same grounds that would result in termination of a current Enhanced Vehicle Safety Inspection Station Agreement.

**H. Ineligibility**

1. No official or employee of the Commonwealth shall be eligible to enter into a contract with the Department to own or operate an Enhanced Vehicle Safety Inspection Station, nor shall an Enhanced Vehicle Safety Inspection Station employ an official or employee of the Commonwealth.
2. Applicants to become an Enhanced Vehicle Safety Inspection Station which have been denied a contract by the Department shall be ineligible to reapply to become an Enhanced Vehicle Safety Inspection Station for a period of twenty-four (24) months. Reapplication shall be treated as a new application subject to the General Requirements listed above.
3. Applicants to become an Enhanced Vehicle Safety Inspection Station which have had their Enhanced Vehicle Safety Inspection Station Agreement terminated by the Department shall be ineligible to reapply to become an Enhanced Vehicle Safety Inspection Station for a period of twenty-four (24) months. Reapplication shall be treated as a new application subject to the General Requirements listed above.

**I. Department's Electronic Record Keeping System (e-Safety) Enrollment**

1. Prior to the grant of an Enhanced Vehicle Safety Inspection Station Agreement, the station shall enroll in the e-Safety Electronic Record Keeping System.

**All documentation and the application for contract should be submitted to:**  
**[enhancedcontracts@pa.gov](mailto:enhancedcontracts@pa.gov)**