

**ATTENTION: Official Inspection Stations, Quality Assurance Officers,
and Pennsylvania State Police**

B119-06

Vehicle Inspection Division Bulletin

September 2019

TOPICS IN THIS BULLETIN: **Online Inspection Sticker Orders**
 Inspection Sticker Serial Numbers
 Ordering Inspection Stickers by Mail

ONLINE INSPECTION STICKER ORDERS

Online ordering of 2020-21 safety or emissions inspection stickers will be available beginning October 1, 2019. Please do not attempt to place online orders for 2020-21 safety or emissions inspection stickers prior to October 1, 2019 since this will result in your receiving 2019-20 safety and emissions inspection stickers.

If you wish to order safety or emissions inspection stickers online, however, you have not yet registered to do so, please see the following instructions. The new vehicle inspection system allows for voluntary participation by stations to order certificates of inspection and inserts online and pay by using a credit/debit card. Access process instructions are below.

- The station owner will need to log into www.inspections.penndot.gov to begin the registration process.
- The first screen that will appear is a **Sign In Page** with an option to register. Select **REGISTER**.
- The next page will ask, "What Type of User Are You?" Select **BUSINESS PARTNER**.
- The **Business Partner Registration: Organization Identification** page will appear. As you are not currently registered, you are required to register the station.
- As a new user, you will need to provide your organization's information to get started. Follow the prompts to enter your organization's name (Station Name), Federal Employer Identification Number (FEIN), the City and Zip Code of where your station is located. Select the **NEXT** button and continue to answer the appropriate questions in the **User Profile Information** and **Access Selection**. Under the *Organization Role Selection*, you can select yourself or you can choose to delegate access to another person. Your justification is to "*access the Inspections Application*". Once completed, select **FINISH**. Your request will officially be submitted.

Once approved, you will receive an email notification approving your participation and will be provided a temporary password, valid for only 24 hours. Check your email daily for your notification, which is sent Monday through Friday during normal office hours. You will use the login ID and temporary password for your initial access.

If you have any questions, please contact the Vehicle Inspection Division at (717) 787-2895.

REMINDER: WHEN ORDERING ONLINE, STICKERS ARE ORDERED BY SHEETS, NOT BY INDIVIDUAL STICKERS. PLEASE REVIEW YOUR ORDER BEFORE SUBMITTING TO ENSURE THE ORDER IS CORRECT. FOR EXAMPLE, 4 SHEETS OF EMISSION STICKERS EQUALS 40 STICKERS. YOUR ORDER MAY BE REJECTED FOR EXCESSIVE QUANTITIES.

Between now and October 1, you should be careful not to order more stickers than necessary to perform annual inspections through December 31, 2019, and semi-annual inspections through June 30, 2020. Please manage your sticker inventory to

assure you have sufficient 2019-20 inventory to last through December 2019 or until you receive your 2020-21 stickers.

2020-21 stickers may be used simultaneously with the 2019-20 stickers. 2019-20 stickers may be used for inspections on vehicles with expiry dates up to December 2019. 2020-21 stickers are needed by November 1st for vehicles with a January 2020 expiry. Once you begin to use the new 2020-21 stickers, a separate MV-431 or MV-480 must be started.

INSPECTION STICKER SERIAL NUMBERS

Near the end of the 2019-20 campaign, you will notice the Annual Inside Safety Inspection Sticker serial numbers have 11 digits instead of 10. The extra digit was added to avoid using a BI prefix as we have done in past years. Starting with the 2020-21 campaign, **ALL** Annual Inside Safety Inspection Sticker serial numbers will have 11 digits. All other stickers will still have 10 digits.

PennDOT's e-Safety application is ready to accept the new 11-digit Annual Inside Safety Inspection Sticker serial number. If you are using electronic safety inspection record keeping software **other** than PennDOT's e-Safety application, you will need to contact your 3rd party software provider to confirm they are capable of accommodating the new 11-digit sticker serial number.

ORDERING INSPECTION STICKERS BY MAIL

For stations that wish to continue ordering through the mail, you may place your mail-in orders now for 2020-21 safety or emissions inspection stickers, but they will not be processed until October 1, 2019. **If you wish to order 2020-21 safety or emissions inspection stickers, please write 2020-21 in large numbers across the top left of your MV-436A Inspection Sticker and Insert Order Form.** Unless you indicate **2020-21** at the top left of the form, your order will be processed for 2019-20. MV-436A forms marked 2020-21 will not be processed before October 1, 2019. **Please allow 14 business days for delivery of your sticker orders.**

Please be aware that if your payment is made with a check returned for insufficient funds, your inspection privileges are subject to suspension in accordance with the schedule of penalties found in Section 175.51 of the Vehicle Equipment and Inspection Regulations.

Anita M. Wasko, Director
Bureau of Motor Vehicles