

ATTENTION: ALL OFFICIAL INSPECTION STATIONS
QUALITY ASSURANCE OFFICERS AND PENNSYLVANIA STATE POLICE

BI08-2

SAFETY INSPECTION BULLETIN

MAY 2008

TOPIC IN THIS BULLETIN:

CHANGES IN INSPECTION STICKER ORDERING PROCEDURES

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To further increase the security of your inspection sticker orders, the following changes in the ordering procedures will immediately go into effect. These changes affect stickers purchased through mail and Messenger service.

The inspection station owner or authority as listed in sections B or E of the appointment certificate (MV-427) or a person authorized by the station owner and currently listed on the MV-500 (Authorized Agents for Receiving Stickers) must sign the inspection sticker requisition form (MV-436A). It is important that the person signing the requisition form also clearly prints their name in the space provided under their signature.

To authorize someone to sign inspection sticker requisitions, you will need to have a current MV-500 form on file with the Vehicle Inspection Division. The MV-500 must be updated whenever a change (additions or deletions) to authorized purchasers for your station occurs.

To obtain an MV-500, please contact the Vehicle Inspection Division at 717-787-2895. As a reminder, all persons receiving inspection stickers at the Customer Service Counter in Harrisburg must be designated as an authorized purchaser on the MV-500 form and must have a valid government issued photo identification card or driver's license.

Inspection stations using a Messenger service to pick up inspection stickers must submit a business check from the station with their requisition. All other forms of payment will require that your stickers be returned to you in the mail via United Parcel Service (UPS) with electronic signature confirmation and will require the \$5 shipping and handling fee. The \$5 fee must be added to the amount submitted with your order and is in addition to any fees you may be charged by the Messenger service. Only orders paid with a business account showing the name of your inspection station on your check will be returned with the Messenger service.

While the turn-around-time for processing your sticker order via the mail is generally within one week from the time PennDOT receives your requisition, you should allow sufficient time for delivery.

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