

# **ENHANCED SAFETY INSPECTION STATION APPLICATION REQUIREMENTS**

## **I. General Requirements**

- Applicants must already be a certified safety inspection station in good standing.
- Applicants should provide as much information as possible regarding their ability to meet or exceed the requirements for an enhanced safety inspection station.
- Applicants must address each factor specified below.

## **II. Experience**

- All applications shall be accompanied by a cover letter including the official inspection station number (OIS#), business name, address, phone number, fax number and email address.
- If a Corporation, include the names of the President, Vice-President, Secretary, and Treasurer; if a sole proprietorship, the name of the owner; if a partnership, the names of the partners; or if a limited partnership, the name of the general partner. 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 will have within the service. Please include driver's license numbers of each person.
- Neither the applicant, nor any of applicant's employee(s) shall be under sanction or investigation by the Department for violations of 75 PA C.S. or Departmental regulations.
- Prior violations of 75 PA C.S. or Department regulations may disqualify an applicant, as such violations, depending on the circumstances, may be taken into account in the evaluation of the application.
- Applicants shall provide a signed statement that no monies are due and owing to the Commonwealth by the applicant business or by the owners and officers of the business.

## **III. Facilities**

- Each applicant must submit photographs of the interior and exterior of the proposed place of business.
- The photographs must show the following items:
  - Entrance way
  - Exterior sign with business name
  - Exterior official inspection station sign (with visible station number)
  - Interior of office
  - Interior of bay/bays
  - Exterior of building
  - Secure area for storage of inspection stickers and other items relating to vehicles being presented for an enhanced vehicle safety inspection

- Display of the complete schedule of fees and charges relating to the enhanced vehicle safety inspection service

#### **IV. Criminal Background Check**

- A criminal record check must be obtained from the Pennsylvania State Police for each owner or corporate officer and every employee engaged in the enhanced vehicle safety inspection service 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 obtained before hiring or utilizing the person involved.
- The criminal record check must be less than one year old at the time the application is reviewed.

#### **V. Security Plan**

- The Enhanced Vehicle Safety Inspection Station must submit its 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.

#### **VI. Proof of Insurance**

- The Enhanced Vehicle Safety Inspection Station shall file and maintain with the Department a certificate of insurance for general commercial liability in the amount of \$50,000 for each approved agent service. The certificate of insurance shall be issued by an insurance carrier authorized by law to transact business in this Commonwealth. PennDOT must be listed as the certificate holder, stated as Pennsylvania Department of Transportation, Vehicle Inspection Division, P.O. Box 69003, Harrisburg, PA 17106-9003.

#### **VII. Denial of Application**

- 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.

#### **VIII. Ineligible**

- 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.

**All documentation and application for contract should be forwarded to:  
enhancedcontracts@pa.gov**