

IF APPLYING TO BECOME A CERTIFIED SAFETY OR EMISSIONS INSPECTION STATION, PLEASE FOLLOW THE REGISTRATION INSTRUCTIONS BELOW.

Online application to become a Certified Inspection Station is a two-step process as below

Step 1: Submit a request to get your access provisioned to the new online Inspection system following the steps 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), and 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.

Step 2: Submit your station details

- Once your request to access the new Inspection system is (as in Step 1) approved by PennDOT, you will receive an email notification approving your participation and will be provided a temporary password, valid for only 24 hours. To ensure proper delivery, be sure to check your Junk Box if it doesn't show up in your In Box. Check your email/junk box daily for your notification.
- You will use the login ID and temporary password for your initial access and submit your station related information to PennDOT. The system would guide you through the details that need to be submitted. Note: You would need to change your temporary password to your preferred password after your first successful access to the system
- PennDOT would review and process the submitted application. Post processing, you would be communicated with the decision.