

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

BI05-2

SPECIAL BULLETIN

APRIL 2005

TOPICS IN THIS BULLETIN:

SHIPPING AND HANDLING CHARGES FOR INSPECTION STICKER ORDERS

The following information will affect the ordering of all inspection stickers.

As you are aware, safety and emissions inspection stickers are products that require a higher level of security (such as electronic signature confirmation and tracking) than other products sent through the mail. **In light of these required measures, PennDOT has decided to begin charging for the shipping and handling of all inspection stickers.**

Effective May 2, 2005, PennDOT will require inspection stations (safety and emissions) to pay a \$5.00 fee for shipping and handling of inspection sticker orders received through the mail. The \$5.00 fee must be added to the check amount submitted with your order. Inspection Sticker and Insert Order Forms (MV-436A) (enclosed) have been revised to include the \$5.00 shipping and handling charge. You may continue to use older forms provided you include the \$5.00 shipping and handling fee. All requisitions received on or after May 2, 2005, without the fee will be returned. In addition, PennDOT reserves the right to limit the number of emissions stickers shipped when requests are determined to be excessive based on prior ordering history.

Orders for **inserts only** will continue to be sent to you via the United States Postal Service (USPS) and do not require the \$5.00 shipping and handling charge. When ordering inserts, please indicate the number of packs desired in the appropriate block of section "B" of the requisition form. Do not write in the total quantity needed. Inserts come in packs of 50. For example: if you need 100 plain (non-I/M) number 5 (May) inserts, place a 2 in the appropriate block in section "B" of the requisition. PennDOT also reserves the right to limit the number of inserts shipped when requests are determined to be excessive based on prior ordering history.

Also, effective May 2, 2005, PennDOT will no longer mail inspection stickers through any overnight or next day services. In addition to PennDOT's delivery service (UPS with electronic signature confirmation), messenger services may continue to be used.

Kurt J. Myers, Director
Bureau of Motor Vehicles