

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

BI09-3

SAFETY INSPECTION BULLETIN

APRIL 2009

TOPIC(S) IN THIS BULLETIN:

Delivery of Inspection Stickers

Due to security concerns regarding the delivery of inspection stickers, it was necessary for PennDOT to change its delivery procedures for the use of messenger services. Effective March 24, 2009, PennDOT no longer allows messenger services to pick up inspection stickers in Harrisburg and deliver them to inspection stations. Instead, PennDOT will mail all inspection stickers directly to inspection stations via United Parcel Service (UPS). Messenger services may still continue to drop off sticker requisitions. This change should not be considered as a negative reflection on messenger services, but a necessary measure to add a layer of security to the delivery of our product. As you know, inspection stickers in the wrong hands can have devastating consequences.

To ensure your inspection stickers are delivered to the correct address, please verify the address on the "Certificate of Appointment" (MV-427) that is required to be displayed at your station. Changes affecting the address of an inspection station (including those required for 911 emergency services) must be immediately reported to your Quality Assurance Officer.

In order to authorize an employee to sign inspection sticker requisitions and receive inspection stickers at the Customer Service Counter in Harrisburg, it is important that you have a current MV-500 (Authorized Agents for Receiving Stickers) form on file with the Vehicle Inspection Division. The MV-500 must be updated whenever an employee whose signature appears on the form is no longer picking up inspection stickers for the station or signing sticker requisitions. If you wish to submit a new or revised MV-500, please contact the Vehicle Inspection Division at 717-787-2895. All persons receiving inspection stickers at the Customer Service Counter in Harrisburg must have a valid government issued photo identification card or driver's license. Messengers may not be listed on the MV-500 form.

As a reminder, effective May 2, 2005, PennDOT began requiring inspection stations (safety and emissions) to pay a \$5 fee for shipping and handling of inspection sticker orders received through the mail. The \$5 fee must be added to the check amount submitted with your order. All requisitions received without the fee will be returned. Also, effective May 2, 2005, PennDOT no longer mails inspection stickers through any overnight or next day services.

While the inspection regulations state that you should allow 30 days for delivery of your inspection sticker order, typically the turn-around-time for processing sticker orders is less than one week from the time PennDOT receives your order. We apologize for the lack of notice regarding this change in procedure. However, circumstances that existed at the time of the change required PennDOT to act swiftly.

Thank you for your understanding. We will keep you informed of any further changes that may take place. Should you have any questions regarding this information, please contact the Vehicle Inspection Division at 717-787-2895.

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