



VIP Online User Guide

- **Online Licensing/Certification**
- **AI Verification of Inspection Reports**

Version 1.0.0

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Introduction - VIP Online

The VIP Online System is a public-facing web-based application available to authorized users who have a business BCeID (Facilities and Training Institutions) or personal BCeID (Authorized Inspectors) to:

- submit and search for inspection reports
- submit online licensing applications
- search for and verify inspection reports (AIs only)

VIP Online is designed to allow for future IT upgrades for program participants including online Decal ordering and decal inventory management.

IMPORTANT: Users must not use the backspace button or the internet browser's 'Back' arrow at anytime once logged in to the system. These actions will cause the user to be taken out of the system, all data will be lost, and the user will need to log in again and start the application from the beginning. This function is embedded in the browser and is not an issue with VIP Online, but rather with browser design.

Purpose of this Guide

This guide is for use by designated facilities, authorized inspectors and training institutions. It describes how to access and use the VIP Online System including finding information and submit licensing and certification applications online to CVSE.

The following functions are included in this guide:

- How to log on to VIP Online
- eForm – submitting and searching for inspection reports
- Submitting Authorized Inspector new and renewal license applications
- Submitting Designated Facility new and renewal licence applications
- Online and Manual payments for applications filled-out online
- Authorized Inspectors validating their submitted inspection reports

Who Can Access VIP Online

To access and use the VIP Online application, the user must have a valid BCeID.

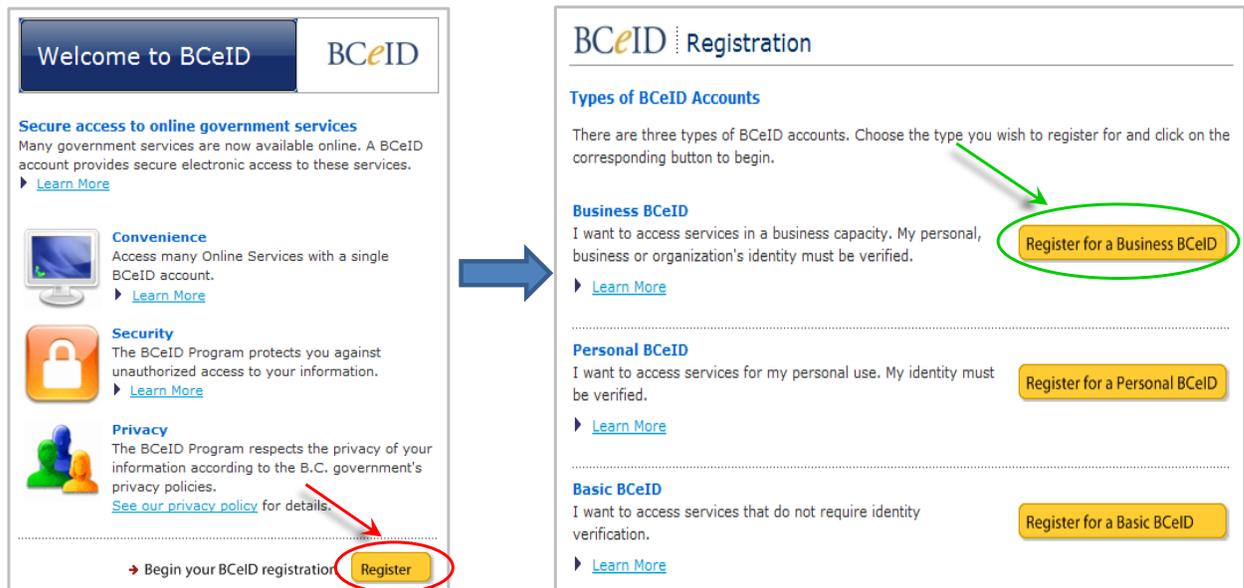
- Facilities require a Business BCeID and all individual users at the facility need a secondary Business BCeID assigned to them that is owned by the business.
- Authorized Inspectors require a Personal BCeID in their name. This is in addition to any secondary Business BCeID that may be assigned to them from each facility where they work.

Getting Started – Obtaining a BCeID

To use the VIP Online application, the user must have a valid BCeID.

Facilities - Getting a Business BCeID

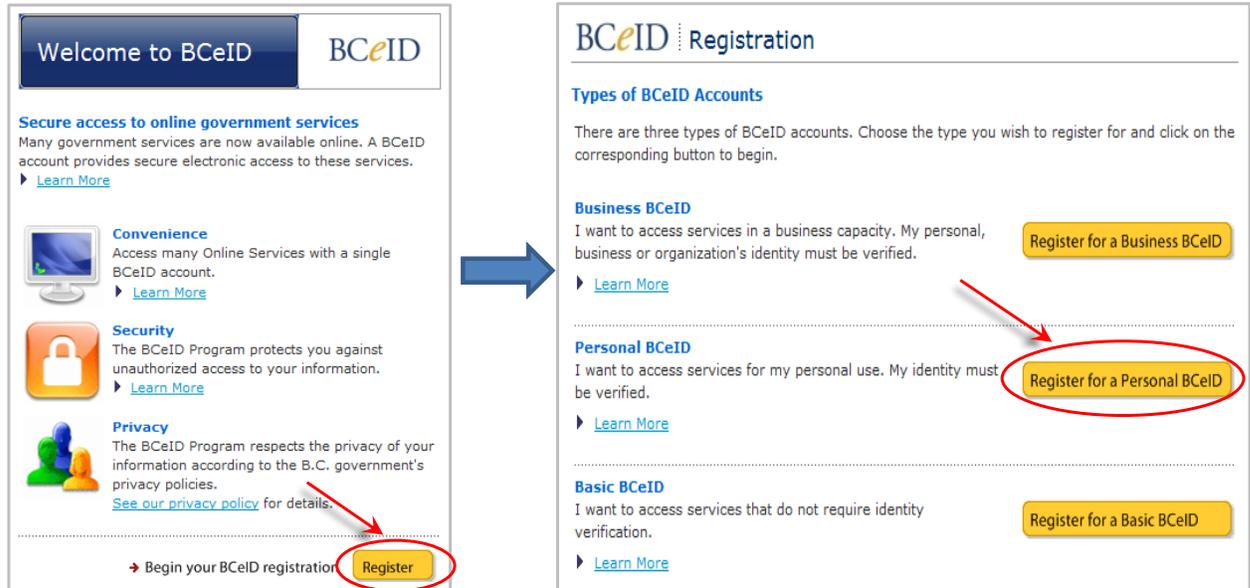
1. Access the BCeID web page at www.bceid.ca
2. Click on the 'Register' button at bottom right.
3. Click 'Register for a Business BCeID' button on the right (do not register for a Personal BCeID).



4. Follow the online instructions for registering for a Business BCeID.
 - a. **TIP:** In the 'Getting Started' screen, in the list under 'Select an Online Service', users need to scroll to the bottom of the list and select 'VIP E-FORM Inspection, CVSE (VIP)' beside Transportation and Infrastructure.
 - b. **TIP:** Once the VIP online service is selected, user clicks on 'Register to Get This BCeID Account'.
5. Only an authorized representative of the business organization can register. After online registration is complete, Depending on the business type and information provided, the process will be completed either: online; in person, at a BCeID Point of Service; using an activation code mailed to the verified address; or with the assistance of a BCeID Registration Analyst.
 - a. **TIP:** To find the closest Point of Service location, click on the 'Point of Service Location' link on the left or at bottom of the BCeID web pages.

Authorized Inspectors - Getting a Personal BCeID

1. Access the BCeID web page at www.bceid.ca
2. Click on the 'Register' button at bottom right.
3. Click 'Register for a Personal BCeID' button on the right (do not register for a Business BCeID).



4. Follow the online instructions for registering for a Personal BCeID.
5. After online registration is complete, the AI must present identity documents in person at a Point of Service location within 60 days to verify his/her identity and finish registration. Two (2) pieces of ID will be needed and must be the same ID as indicated during the online process. For example, a valid BC Driver's Licence with a photograph taken within the last 5 years and a Birth Certificate.
 - a. **TIP:** To find the closest Point of Service location, click on the 'Point of Service Location' link on the left or at bottom of the BCeID web pages.

Accessing VIP Online

To access the VIP Online system a BCeID must first be obtained. Then, follow these steps:

- Go to www.cvse.ca
- Click on 'Vehicle Inspections and Standards'

- Click on the red button:



- Click the blue button to log in:



1. When prompted for login information, user enters BCeID and password.

a. Business BCeID - Used by facility employees and authorized users only

- Submit Inspection Reports via eForm
- Search for Inspections conducted at the facility
- Submit application to renew facility licence
- Submit application for a new facility licence

NOTE: Do not log in with Business BCeID to Verify Inspections.

b. Personal BCeID - Used by Authorized Inspectors only

- Search for inspections conducted by the Authorized Inspector
- Verify inspections conducted by the Authorized Inspector
- Submit application to renew Authorized Inspector licence

NOTE: Do not log in with Personal BCeID to Submit Inspection Reports.

2. First-time log-in with a new Business BCeID:

- Once the Business BCeID and password are entered, the system will automatically check with BCeID to ensure the entered info is correct.
- If correct, user will be able to access the VIP Online Home Page
- If incorrect, user will be alerted and prompted to contact BCeID to correct any errors.

3. First-time login by AIs with a new Personal BCeID:

- Once the AI's Personal BCeID and password are entered, the system will prompt the AI to identify themselves to ensure the correct person is logging in. Driver's licence

and Inspector Number will be requested. The system will then check that the name, inspector number and DL all match.

- b. If these match, the user will be able to access the VIP Online Home Page.
- c. If these do not match, the user will be alerted and prompted to try again in case data was mis-entered, or to contact BCeID to correct any errors.

4. User has previously logged in with either a Business or Personal BCeID:

- a. User enters their Business or Personal BCeID (depending on the activities they are seeking to perform).
- b. Once verified by system, user is taken to the VIP Online Home Page.

NOTE: Options available on the VIP Online Home Page will differ depending on whether a facility or AI user is logged in.

5. Left hand side of page – options available to all users

- a. “Transportation and Infrastructure” link – takes user to the main web page for the Ministry of Transportation and Infrastructure.
- b. “Vehicle Inspection Program Online Home” link – takes user back to the VIP Online Homepage from any page within the system. Eg. If user is in eForm submitting an Inspection Report and received a renewal notice pop-up, they can click this link to get back to the VIP Online Homepage and then click the ‘Renew Licence’ link.

User Guides Section:

- c. VIP Online User Guide – a reference guide for Authorized Inspectors, Facility users, and Training Institutions to navigate and use the VIP Online system.
- d. VIP eForm User Guide - a reference guide for Authorized Inspectors, Facility users, and Training Institutions to navigate and use the VIP eForm component of the VIP Online system to submit and search for inspection reports.

Useful Links Section:

- e. “Facility FAQs” link – Provides answers to frequently asked questions for Facility-related use of VIP Online including Licensing and renewals.
- f. “AI FAQs – Certification” link - Provides answers to frequently asked questions from Authorized Inspectors regarding certificate renewals and personal BCeIDs.
- g. “AI FAQs – Verification of Inspection Reports” link – Provides answers to frequently asked questions from Authorized Inspectors regarding Verification and Searching for Inspection Reports.
- h. “eForm FAQs” – Provides answers to frequently asked questions related to submitting and searching for Inspection Reports through VIP eForm.
- i. “Compatibility and Supported Systems” link – Describes the types and versions of software or applications recommended for use when accessing VIP Online because these are the versions tested for compatibility and thereby supported by VIP.

- j. "VIP Online Known Issues" link – Describes any issues that may be associated with the VIP Online system, including known bugs or unintended system behaviour and known work-arounds.

6. Facility users may see options including:

- a. Submit Inspection Reports
- b. Search for Inspections conducted at the facility
- c. Submit application to renew facility licence
- d. Submit application for a new facility licence

NOTE: If the business does not yet have at least one licenced facility, then the only available option will be (d) until a facility is licenced.

The screenshot shows the homepage of the British Columbia Vehicle Inspection Program (VIP) online system. At the top left is the British Columbia logo. To the right is a search bar with a 'Go' button and an 'Advanced Search' link. Further right are links for 'Main Index', 'Contact Us', and 'Help'. A left sidebar contains navigation links for 'B.C. Home', 'Transportation and Infrastructure', 'Vehicle Inspection Program Online Home', 'User Guides' (with links to 'VIP Online User Guide' and 'VIP eForm User Guide'), and 'Useful Links' (with links to 'Facility FAQs', 'AI FAQs - Certification', 'AI FAQs - Verification of Inspection Reports', 'eForm FAQs', 'Compatibility and Supported Systems', and 'VIP Online Known Issues'). At the bottom of the sidebar is an 'Exit this e-service' button. The main content area features a 'Welcome to the Vehicle Inspection Program Online Home' header with a magnifying glass icon over cars. Below this is a personalized welcome message: 'Welcome Dorothy Audit (Audit, Dorothy)'. A paragraph explains that the system supports the VIP within the Commercial Vehicle Safety and Enforcement (CVSE) Branch. An 'Important' notice states that closing the browser before completion will lose data. A warning advises against using the back button or backspace. Below this, it says 'To continue, please select one of the following options:' followed by a list of options: 'Submit an Inspection Report (eForm)', 'Search for Inspection Report', 'Renew Licence', and 'New Licence Application'. At the bottom, contact information for assistance is provided, including an email address (Vehicle.Inspections@gov.bc.ca) and phone numbers for CVSE and Enquiry BC.

7. Authorized Inspector users may see options including:
- Search for inspections conducted by the Authorized Inspector
 - Verify inspections conducted by the Authorized Inspector
 - Submit application to renew Authorized Inspector licence

NOTE: Since AIs cannot submit a new application, this option is never available for Personal BCeID login. Only Training Institutions that log in with a Business BCeID can submit New AI Applications.

The screenshot shows the British Columbia Vehicle Inspection Program Online Home page. The header includes the British Columbia logo, a search bar, and navigation links for Main Index, Contact Us, and Help. The left sidebar contains links for B.C. Home, Transportation and Infrastructure, Vehicle Inspection Program Online Home, User Guides, and Useful Links. The main content area displays a welcome message for user TRCIKY TAYLOR HALL TAYLOR, followed by a description of the VIP Online System and an important note about browser activity. Below this, there are options for Authorized Inspectors to verify inspections, search for AI inspections, or renew their certificate.

Search **Go** **Advanced Search**

Main Index **Contact Us** **Help**

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

User Guides:

- [VIP Online User Guide](#)
- [VIP eForm User Guide](#)

Useful Links:

- [Facility FAQs](#)
- [AI FAQs - Certification](#)
- [AI FAQs - Verification of Inspection Reports](#)
- [eForm FAQs](#)
- [Compatibility and Supported Systems](#)
- [VIP Online Known Issues](#)

Exit this e-service

Welcome to the Vehicle Inspection Program Online Home

Welcome BCeID User: TRCIKY TAYLOR HALL TAYLOR

The VIP Online System supports the Vehicle Inspection Program (VIP) within the Commercial Vehicle Safety and Enforcement (CVSE) Branch of the Ministry of Transportation and Infrastructure.

Important: Once you begin an activity below, closing the internet browser before the activity is complete will cause any in-progress data you have entered to be lost and you will need to begin again.

Please do NOT use the back button on your browser or the backspace button on your keyboard after making a selection below. This may result in all entered data to be lost and you will need to begin again.

To continue, please select one of the following options:

Authorized Inspector:

- [Verify Inspections](#)
- [AI Inspection Search](#)
- [Renew Certificate](#)

8. Training Institution users will see the option to:

- a. Submit application for a new Authorized Inspector licence

NOTE: If the Training Institution also has at least one licenced facility, the user will also see the options available to Facility users.

The screenshot shows the British Columbia Vehicle Inspection Program Online Home page. At the top left is the British Columbia logo. To its right is a search bar with a 'Go' button and an 'Advanced Search' link. Further right are links for 'Main Index', 'Contact Us', and 'Help'. The left sidebar contains a 'B.C. Home' section with links to 'Transportation and Infrastructure' and 'Vehicle Inspection Program Online Home'. Below this are 'User Guides' for 'VIP Online User Guide' and 'VIP eForm User Guide', and 'Useful Links' for 'Facility FAQs', 'AI FAQs - Certification', 'AI FAQs - Verification of Inspection Reports', 'eForm FAQs', 'Competibility and Supported Systems', and 'VIP Online Known Issues'. At the bottom of the sidebar is an 'Exit this e-service' button. The main content area features a 'Welcome to the Vehicle Inspection Program Online Home' header with a magnifying glass icon over cars. Below the header, it displays the user's role: 'Welcome BCeID User: ctms examiner' and 'Business Legal Entity: CVSE Training Institution'. A paragraph explains that the VIP Online System supports the Vehicle Inspection Program (VIP) within the Commercial Vehicle Safety and Enforcement (CVSE) Branch of the Ministry of Transportation and Infrastructure. An 'Important' note states that closing the browser before an activity is complete will result in lost data. A warning advises against using the back button or backspace key. The page concludes with a prompt to select one of the following options:

- Authorized Inspector:**
 - [New Licence Application \(TRAINING INSTITUTIONS ONLY\)](#)
- Facility:**
 - [New Licence Application](#)

Common Features

Many of the features within the VIP Online screens function in similar ways. This section provides an overview of those features which are common to most screens.

Completing a Licencing Application

1. Once an activity option is selected (eg. Submit a Facility Renewal application) the left hand menu displays the progress of the activity and indicates remaining progress until the activity is complete.
2. To start any application (new or renew), users must read the Introduction and Instructions and:
 - Click the 'I Accept' button to indicate acceptance of all instructions and rules and proceed with the application or renewal.
 - Click the 'I Do Not Accept' button if user does not agreed to all instructions and rules; the application or renewal cannot be accessed or completed.
3. Within all licence applications:
 - allows the user to proceed to the next screen.
 - allows user to return to the previous screen. Entered data will not be lost
 - allows user to cancel out of the activity at any time. User will be prompted to confirm that this is the desired action. Any entered data will be lost.
 - allows user to edit or provide updates to information about their renewal to ensure CVSE's records are up to date and their renewal can be approved.

Searching for Inspections - Enter Search Criteria

1. On Search screens, all fields can be used for entering search criteria except those that are greyed out depending on circumstances.
2. Search criteria fields with drop-down lists or radio buttons default to 'All'. The user can select other values to limit the search by clicking on the down arrows or selecting the appropriate radio button.
3. The hover help icon  indicates that additional information is available by placing the mouse pointer over the icon.
4. Wildcard searches are available on specific fields. The wildcard (%) can be used at the beginning and/or end of a string of alphanumeric characters. For example:
 - Garage% - returns all results that begin with Garage
 - %Garage% - returns all results that contain Garage
 - %Garage - returns all results that end with Garage

5. Validation rules are active on some fields and will prompt the user, when leaving the field, if the search criteria entered does not match the validation rules.
6. When a date field is selected, the date can be entered manually in YYYY-MMM-DD format or by selecting the date using the calendar.
7. The search can be performed by either clicking the button or the <Enter> key.
8. Use the button to clear the search criteria fields and results list.

Search for Inspection - View Search Results

1. The total number of records returned from the search appears in red at the top left of the search results list.
2. Each screen displays a default number of records per page. This can be changed by selecting a default number from the drop-down menu at the bottom of the list.
3. The left and right arrows on either side of the page number allow the user to navigate between pages of results. The page can also be changed by typing in the page number desired, followed by the <Enter> key.
4. Columns can be sorted by clicking on the column heading. Click once to sort in ascending order and a second time to sort in descending order. All results found will be sorted even if not displayed on the current page.
5. If search results are displayed on the screen, and the previous search criteria have already been modified, sorting the results will also complete a new search matching the new criteria.
6. The column width can be adjusted by hovering over a column edge until an arrow appears and then clicking and dragging. There is a minimum column width for each column.
7. To view an individual Inspection Report, click on the PDF  icon.

Renew Facility Application

- All applications MUST be filled out online.
- Blank application forms are no longer available to be printed and filled out by hand.
- If users wish to mail their applications and payment, the application must **first be filled out online**, then the completed application can be printed and mailed.
- All applications are available from the VIP Online Homepage after login with a business BCeID.

Start an Application

1. Click the link “Renew Licence” on the VIP Online Homepage (see section “Accessing VIP Online” above).

Introduction and Instructions Screen

The screenshot shows the 'Renew Application for Designated Facility or Preventative Maintenance Facility' page. At the top, there is a search bar and navigation links for 'Main Index', 'Contact Us', and 'Help'. A left sidebar contains a menu with options like 'Introduction and Instructions', 'Start - Identify Facility & Business', 'Verify Directors and Officers/Partners', 'Verify Address & Contact Information', 'Verify Facility Manager/Operator', 'Verify Authorized Inspectors', 'Verify Licence Authorizations', 'Provide Supporting Documents', 'Declaration', 'Submit Application', and 'Application Submitted'. The main content area is titled 'Introduction and Instructions' and includes a warning: 'Please carefully read ALL information below before proceeding.' Below this, it explains that the program is administered through the CVSE branch. The 'Overview of the Renewal Application Process' section lists several key points: separate applications per facility, CVSE review of submitted applications, name changes, legal entity type changes, endorsement change requests, facility audits, and program requirements. A 'Your Renewal Request Must Include' section lists the application fee, agreement to terms, and supporting documents. A 'Payment' section details the fees for different facility types and the requirement for online payment. A privacy notice box at the bottom states that personal information is collected under the Freedom of Information and Privacy Act and Motor Vehicle Act 217. At the very bottom, there are 'DO NOT ACCEPT' and 'ACCEPT' buttons.

British Columbia
Search Advanced Search
Main Index Contact Us Help

B.C. Home
Transportation and Infrastructure
Vehicle Inspection Program Online Home

Introduction and Instructions
Start - Identify Facility & Business
Verify Directors and Officers/Partners
Verify Address & Contact Information
Verify Facility Manager/Operator
Verify Authorized Inspectors
Verify Licence Authorizations
Provide Supporting Documents
Declaration
Submit Application
Application Submitted

Exit this e-service

Renew Application for Designated Facility or Preventative Maintenance Facility

Introduction and Instructions

Please carefully read ALL information below before proceeding.

The Vehicle Inspection Program is administered through the Commercial Vehicle Safety and Enforcement Branch (CVSE) within the Ministry of Transportation and Infrastructure.

Overview of the Renewal Application Process:

- **Separate Renewal Application per Facility:** Each facility is required to submit a separate renewal application.
- **CVSE Review of Submitted Applications:** Facility Renewal Applications are subject to assessment and review by CVSE and are not guaranteed to be approved for licensing. When renewing, the correct facility name and Legal Entity must be on the application. For example, ABC Repairs is a Facility Name (a doing business as name) whereas ABC Enterprises Ltd. is a legal entity. An individual's legal name is also a legal entity.
- **Name Change (of Facility or Legal Entity):** Changes to the facility name (doing business as) or legal entity (owner) name must be included in the renewal. If the name is changed after the renewal is submitted, you must contact CVSE.
- **Change of Legal Entity Type:** If the type of legal entity that owns the facility changes (eg. from sole proprietor to corporation) it is strongly recommended that you contact CVSE prior to starting this renewal application, as a Facility Application may be required and a Renewal Application may not be acceptable.
- **Endorsement Change Requests:** In the Renewal Application, facilities may request to add or remove an endorsement on the facility licence. All requests are subject to assessment and review by CVSE and are not guaranteed to be approved for licensing. To be endorsed for pressure fuel or air brakes, at least one Authorized Inspector (AI) holding the applicable endorsement on their AI Certificate must be working at the facility, and the Authorized Inspector's name and Inspector Number must be included in the Renewal Application.
- **Facility Audits:** A facility may be subject to audit by a CVSE Area Vehicle Inspector prior to licensing.
- **Program Requirements:** All facilities must meet or exceed all program requirements defined in the [Vehicle Inspection Guide](#).

Your Renewal Request Must Include:

- Renewal Application Fee
- Agreement to Facility Terms and Conditions
- Supporting Documents as required based on information provided

Payment

A fee must be submitted with your renewal (\$100 for a Designated Inspection Facility, \$25 for a Motorcycle Only Facility, and \$50 for a Preventative Maintenance Program Facility). Payment must be made online with a valid credit card (Visa, MasterCard or American Express). The online payment must accompany an online application.

The personal information on this form is collected under the authority of Section 26 of the *Freedom of Information and Privacy Act* and *Motor Vehicle Act 217*. The information collected will be used for the purpose of processing your application or in a manner consistent with that purpose. If you have any questions about the collection of this information, contact 250.952.0577.

1. Carefully read the content on this screen to ensure all instructions and rules are understood.
2. Click the **IACCEPT** button to indicate acceptance of all instructions and rules and proceed with the application or renewal.
3. Click the **IDO NOT ACCEPT** button to if all instructions and rules are not agreed to; the renewal cannot be accessed or completed and user will be returned to the VIP Online Homepage.

Identify Facility and Facility Information

BRITISH COLUMBIA

Search **Go** [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

B.C. Home
Transportation and Infrastructure
Vehicle Inspection Program Online Home

Introduction and Instructions
 Start - Identify Facility & Business
 Verify Directors and Officers/Partners

Renewal Application for Designated Facility or Preventative Maintenance Facility

[Start Renewal](#)

Facility to be Renewed: *

[Previous](#) [Continue](#) [Cancel](#)

1. Select the facility to be renewed from the drop-down list.

BRITISH COLUMBIA

Search **Go** [Advanced Search](#) [Main Index](#) [Contact Us](#) [Help](#)

B.C. Home
Transportation and Infrastructure
Vehicle Inspection Program Online Home

Introduction and Instructions
 Start - Identify Facility & Business
 Verify Directors and Officers/Partners
 Verify Address & Contact Information
 Verify Facility Manager/Operator
 Verify Authorized Inspectors
 Verify Licence Authorizations
 Provide Supporting Documents
 Declaration
 Submit Application
 Application Submitted

Renewal Application for Designated Facility or Preventative Maintenance Facility

[Start Renewal](#)

Welcome PM FACILITY #04

Facility to be Renewed: *

Corporation - Owner Business Information [Edit Information](#)

PLEASE NOTE: Changes in the legal entity may require the submission of a New Facility application.
 If any changes are made to the legal entity that owns the facility, it is recommended that you contact the VIP office at 250-952-0577 before proceeding with your renewal.

Legal Organization Name:	Audit Carriers Inc
BC Incorporation Number	1234567
Business Number (Issued by CRA)	123456789
National Safety Code (NSC) Number	212001893
Facility Name (Doing Business As)	PM FACILITY #04
Number of bays at the facility	0
Reason if number of bays has changed	

[Previous](#) [Continue](#) [Cancel](#)

[Exit this e-service](#)

2. Owner Business Information currently on record with CVSE will be presented.
3. If all information provided is correct and complete, click 'Continue'.
4. If any information requires updates, click the "Edit" button.

Corporation - Edit Owner Business Info

Legal Organization Name: Audit Carriers Inc

Is this organization incorporated in BC? * Yes No

BC Incorporation Number:

Business Number: NSC Number:

Facility Name:

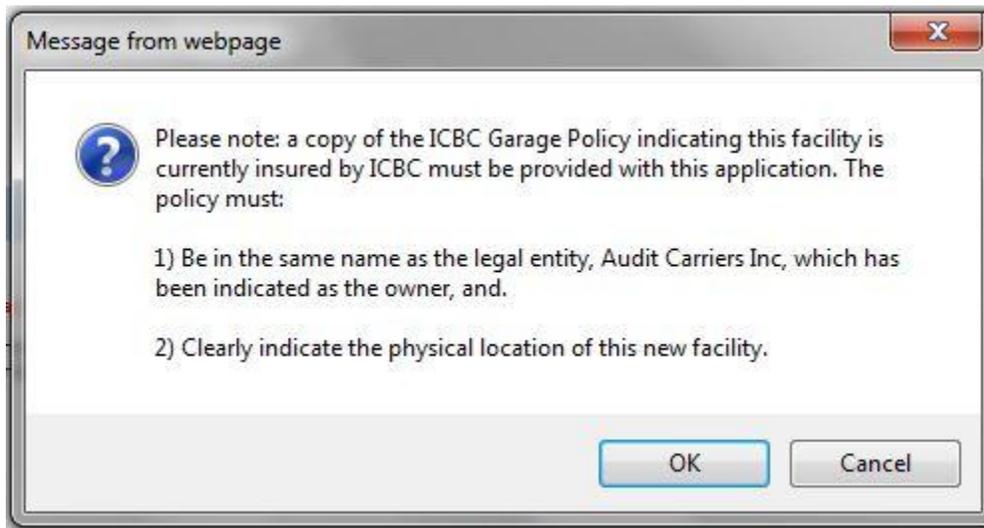
Number of Bays at Facility:

Reason for Change in Number of Bays at Facility:

NOTE: The number of bays at the facility MUST be provided. If this value is 0 or not displayed, user must click 'Edit' and provide this information in order to proceed to next page.

NOTE: The type of legal entity cannot be changed on this screen. To change the legal entity the user must contact CVSE.

5. Non-PM facilities will receive a notice to provide their ICBC Garage Policy. Once user has carefully read the notice, click to continue.



Directors and Officers / Partners / Directors, Board Members etc List

1. The title of this screen will change slightly depending on the type of legal entity.
2. Any individuals currently on record with CVSE will be presented.
3. If all information provided is correct and complete, click 'Continue'.

B.C. Home
Transportation and Infrastructure
Vehicle Inspection Program Online Home

Introduction and Instructions
Start - Identify Facility & Business
Verify Directors and Officers/Partners
Verify Address & Contact Information
Verify Facility Manager/Operator
Verify Authorized Inspectors
Verify Licence Authorizations
Provide Supporting Documents
Declaration
Submit Application
Application Submitted

Renewal Application for Designated Facility or Preventative Maintenance Facility

Verify Directors and Officers

Please review the Director and Officer information below. To update an individual's information click the View/Edit button. To add an individual click the Add an Individual button. To remove an individual from the list who is no longer a Director or Officer of the company click the Delete button.
All Directors and Officers must be listed.

Name	Driver's Licence Number	Jurisdiction	View/Edit	Remove
Owen King		null	View/Edit	Remove
Zack Almighty		ON	View/Edit	Remove
Bella Milner		NS	View/Edit	Remove
Elizabeth Deveau		NS	View/Edit	Remove
David Zethof		NT	View/Edit	Remove
Garnet Zethof		NT	View/Edit	Remove

[Add a Director or Officer](#)

[Previous](#) [List Complete - Continue](#) [Cancel](#)

4. Click on the 'Add a Director' button to add individuals to the list.
5. All individuals with legal and signing authority for the legal entity must be listed.

Add a Director or Officer

• Please provide each director or officer's full legal name as it appears on their Driver's Licence.

Surname * Driver's Licence Number

Given Name 1 * Driver's Licence Jurisdiction -- choose jurisdiction --

Given Name 2

[Add to Director/Officer Lis](#) [Cancel](#)

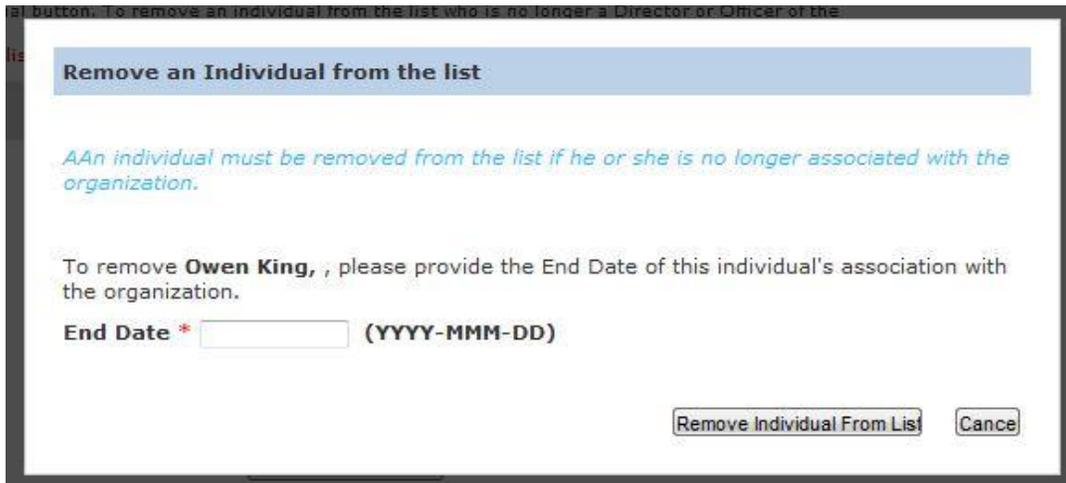
6. If information requires updates, click the “Edit” button. Information that can be edited is limited to the individual’s name. Enter updates and click ‘Save’.

NOTE: to update other information, CVSE must be contacted and additional documentation may be required.



The screenshot shows a web form titled "View/Edit Director or Officer". At the top, there is a blue header bar with the title. Below the header, a green bullet point states: "Please provide each director or officer's full legal name as it appears on their Driver's Licence." The form contains three input fields: "Surname *" with the value "Milner", "Given Name 1 *" with the value "Bella", and "Given Name 2" which is empty. At the bottom of the form, there are two buttons: "Save Director/Officer" and "Cancel".

7. If a Director/Officer is no longer associated with the business, that individual must be removed. Click the ‘Remove’ button, provide a Work End Date, and click ‘OK’. End Date must be as accurate as possible. If unsure of the day, enter the first day of the month.



The screenshot shows a web form titled "Remove an Individual from the list". At the top, there is a blue header bar with the title. Below the header, there is a blue italicized instruction: "An individual must be removed from the list if he or she is no longer associated with the organization." Below this, there is a text prompt: "To remove **Owen King**, , please provide the End Date of this individual's association with the organization." There is an input field for "End Date *" followed by the text "(YYYY-MMM-DD)". At the bottom of the form, there are two buttons: "Remove Individual From List" and "Cancel".

8. For businesses that are extra-provincial or fall into the type of ‘Other’, a notarized or otherwise legal document listing all directors, officers, board members etc. must also be provided to CVSE.

Facility Mailing and Contact Information

1. Address and contact information currently on record with CVSE will be presented.
2. If all information provided is correct and complete, click 'Continue'.

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Application Submitted

Exit this e-service

Renewal Application for Designated Facility or Preventative Maintenance Facility

Verify Address and Contact Information

Please review the facility address and contact information below and make changes by clicking on the applicable Edit button.

Facility Number: S10090 **Expires:** 2013-Nov-30 **Facility Name:** Capitol City Carriers

Facility Physical Address

5000 Western SQ
Baker BC v7v6v5

Mailing Address [Edit Address](#)

2000 Eastern WD
PO BOX 200A
Nanaimo BC v8v9v7

Facility Contact Information [Edit Contact Information](#)

Email Address	someemail@address.ca		
Telephone Number	(555) 444-3323 x3	Home	(Default)
Telephone Number	(555) 777-9989 x9	Business	
Fax Number			

[Previous](#)
[Information Correct - Continue](#)
[Cancel](#)

3. Physical address cannot be edited online. If updates are required, user must contact CVSE.
4. To update the Mailing address, click the "Edit Address" button.

Edit Facility Mailing Address:

Mailing address is for the:

Facility Legal Organization that owns the Facility

Apt/Suite

Street Number **Street Name**

Street Type **Street Direction**

Prov/State * **City ***

Postal Code *

P. O. Box **Postal Station** **Comp**

Site **RR/SS** **General Delivery** Yes No

[Save](#) [Cancel](#)

- To update email, telephone or fax information, click the “Edit Contact Information” button.
- An email address and at least one phone number must be provided in order to continue.

Edit Facility Contact Information

Email Address *

Telephone Number * (555) 444 - 3323 x 3 Type * Home Default Telephone

Telephone Number (555) 777 - 9989 x 9 Type Business Default Telephone

Fax Number () -

Facility Manager / Operator

- The Manager / Operator currently on record with CVSE will be presented.

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Renewal Application for Designated Facility or Preventative Maintenance Facility
Verify Facility Manager/Operator

Please review the Facility Manager/Operator information below.
To update information regarding the current Facility Manager, click the View/Edit button.
If the facility has a new Manager, click the Replace Current Manager button to enter information regarding the new Manager.

Facility Number: S10090 Expires: 2013-Nov-30 Facility Name: Capitol City Carriers

Name	Start Date at Facility	
Carmendene Carry Carlise	2013-Oct-27	<input type="button" value="View/Edit"/> <input type="button" value="End Association"/>

- Click “Add a Manager” if no manager is listed as a manager must be indicated in order to continue to the next screen.

Add Facility Manager/Operator Information

Surname * Driver's Licence Number

Given Name 1 * Jurisdiction -- choose jurisdiction --

Given Name 2 Start Date at Facility * (YYYY-MMM-DD)

Is or has the above Facility Manager/Operator been a manager, director, inspector, owner or operator of a designated facility in BC? *

Yes No

- If the manager has worked at other facilities, this information must be provided by indicating 'Yes' to the question beginning "Is or has this individual been....?"

Add Facility Manager/Operator Information

Surname *	<input type="text"/>	Driver's Licence Number	<input type="text"/>
Given Name 1 *	<input type="text"/>	Jurisdiction	<input type="text" value="-- choose jurisdiction --"/>
Given Name 2	<input type="text"/>	Start Date at Facility *	<input type="text" value="(YYYY-MMM-DD)"/>

Is or has the above Facility Manager/Operator been a manager, director, inspector, owner or operator of a designated facility in BC? *

Yes **No**

If **Yes**, please fully complete the following:

	Facility Name *	Facility Number *	Title/Role *	Start Date * ?	End Date ?
				(YYYY-MMM-DD)	(YYYY-MMM-DD)
Facility 1	<input type="text"/>	<input type="text"/>	<input type="text" value="-- choose title --"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Add Another Facility"/>				

- Click "End Association" if the listed manager no longer works at the facility. The last day of work must be provided.
- A new manager must then be added using the 'Add a Manager' button as described above.

Remove Current Facility Manager/Operator

To remove Carmendene Carry Carlise as the current Facility Manager/Operator, please provide the End Date of this individuals association with the organization.

End Date at Facility * (YYYY-MMM-DD)

- Click "Reinstate Association" if the displayed manager was end-dated in error.

Verify Facility Manager/Operator

Please review the Facility Manager/Operator information below.
 To update information regarding the current Facility Manager, click the View/Edit button.
 If the facility has a new Manager, click the Replace Current Manager button to enter information regarding the new Manager..

Facility Number: S10090 **Expires:** 2013-Nov-30 **Facility Name:** Capitol City Carriers

Name	Start Date at Facility	End Date at Facility	
Carmendene Carry Carlise	2013-Oct-27	2013-Oct-29	Reinstate

[Add New Manager](#)

- When all information is correct, click "Continue" to proceed to the next screen.

Licence Authorizations

- Licence Authorization information currently on record with CVSE will be presented.
- If all information provided is correct and complete, click 'Continue'.

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Renewal Application for Designated Facility or Preventative Maintenance Facility

Verify Licence Authorizations

Please review the facility Licence Authorizations below. To make a change, click the Edit or Request Change button.

Facility Number: P0306 **Expires:** 2010-Dec-31 **Facility Name:** PM FACILITY #07

Licensed Vehicle Classes [Request Change](#)

[Remove](#) Class 1 - Motor vehicle with lic. GVW of 5,500 kgs or less

[Remove](#) Class 2 - Motor vehicle with lic. GVW of more than 5,500kgs

[Remove](#) Class 3 - Trailer and semi-trailer

Licence Endorsements [Request Change](#)

[Remove](#) Air Brakes

[Remove](#) Pressure Fuel

[Remove](#) New to BC

[Previous](#)
[Information Correct - Continue](#)
[Cancel](#)

3. To request a change, click the “Request Change” button beside the appropriate section.
 - a. Then click the ‘Add’ button beside the applicable Vehicle Class or Endorsement .

IMPORTANT: Adding a Vehicle Class or Endorsement does not guarantee it will be approved. This is a request only and is subject to full review by CVSE.

IMPORTANT: PM Facilities will not have ‘Class 6’ or ‘Rebuilt from Salvage’ options.

Request Change to Licence Endorsements

To add an Endorsement to the facility licence, at least one Authorized Inspector must work at this facility with the requested endorsement on their Inspector licence.

A request to add a new endorsement is subject to review and assessment by CVSE and is not guaranteed to be added. An audit may be required.

<input type="button" value="Add"/>	Diesel Emissions (Opacity)
<input type="button" value="Add"/>	New to BC

Request Change to Licenced Vehicle Classes

To add a Vehicle Class, at least one Inspector must work at this facility who is licenced to inspect the requested vehicle class. A vehicle class must be removed from the facility licence if there is no longer an Authorized Inspector working at the facility who is authorized for that vehicle class.

A request to add a new vehicle class is subject to review and assessment by CVSE and is not guaranteed to be added. An audit may be required.

<input type="button" value="Add"/>	Class 4 - Bus
<input type="button" value="Add"/>	Class 5 - School Bus
<input type="button" value="Add"/>	Class 6 - Motorcycle

4. To request removal of an authorization click the ‘Remove’ button.

Associated Authorized Inspectors

1. Any associated AIs currently on record with CVSE will be presented.
2. If all information provided is correct and complete, click 'Continue'.

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Renewal Application for Designated Facility or Preventative Maintenance Facility

Verify Authorized Inspectors on Staff/Contract

Our records indicate that the following Authorized Inspectors are employed, on contract or otherwise provide inspection service to this facility..

Please review the information below to ensure accuracy and completeness. **All Authorized Inspectors must be listed** To add another inspector, click Add an Authorized Inspector button. To remove an inspector who is not working at or associated with this facility, click the appropriate Remove button.

- If additional Authorized Inspectors work at the facility, please add the Inspectors by clicking on the 'Add an Authorized Inspector' button.
- If an Authorized Inspector longer works for your facility, please End the Association by providing the Work End Date.

Facility Number: P0306 **Expires:** 2010-Dec-31 **Facility Name:** PM FACILITY #07

Name	Inspector Number	Start Date	End Date	Yes, this AI works for this facility	No, this AI has never worked for this facility	
JAMES BOND	100007	2007-Apr-07		✔		End Association
BILLY BELLINGHAM	P00100	2006-Mar-06		○	○	End Association
MARY SMITH-JONES	M00004	2005-Feb-05		○	○	End Association
TRICKY TAYLOR HALL	C00181	2004-Jan-04		○	○	End Association

3. To add an AI to the list, click "Add an Individual" and complete the required information.

Add an Authorized Inspector

Surname *

Given Name 1 *

Given Name 2

Inspector Number *

Work Start Date *
(YYYY-MMM-DD)

- To remove an AI who no longer works at the facility, click 'Remove from List' and provide the last day of work at the facility.

Supporting Documents

- Based on information provided in previous screens, the system will present a list of the supporting documents that must be provided with the renewal.
- For some PM facility renewals, this page may not display because no supporting documents are required.

- User must indicate the method of document delivery to CVSE.
 - If Fax or Mail is selected, the documents can be sent after the application is submitted.
 - If Electronic Attachment is selected, the user must attach an electronic version of the indicated document in order to continue to the next page.
 - Certain electronic document types are not permitted, including .txt files and video.
- If the Business Licence document is required, user must either indicate one of the 3 methods of delivery OR type in a reason why the document is not being provided. This is to allow for the rare cases when a municipality may not issue business licences.

Declaration

1. A declaration must be completed for every online application. All declaration statements must be accepted in order to continue with the application.
2. The Declarer must be:
 - an individual whose name will appear on the facility licence (eg. Sole Proprietor) OR
 - by a person who has signing authority for the company OR
 - by the facility manager who has been given signing authority to submit the application.

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Renewal Application for Designated Facility or Preventative Maintenance Facility

Declaration

THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by Audit Carriers Inc to the Province of British Columbia for designation as an inspection facility.

This application must be submitted by the individual whose name will appear on the facility licence OR by a person who has signing authority for this company OR by the facility manger who has been given authority to submit the application. A copy of the authorization letter must be provided to the VIP office.

The individual submitting this form must complete the following declaration.

Please identify the Declarer: *

Pick from the list -- choose individual --

Declaration

- I confirm and accept direct legal responsibility for all vehicle inspections and vehicle inspection practices conducted at my Designated Inspection Facility.
- I will ensure that all inspections performed by Authorized inspectors are in compliance with the Vehicle Inspection Manual Standards (Safety and Repair) Regulation, Motor Vehicle Act, Motor Vehicle Act Regulations and applicable standards. I acknowledge that any regulatory violations, improper vehicle inspections and /or safety concerns relating to inspection practices are unacceptable and can result in suspension or cancellation of my facility licence.
- I confirm, accept and understand the duties and responsibilities defined in the Motor Vehicle Act Regulations (MVAR) Division 25 regarding requirements as a Designated Inspection Facility Operator.
- I confirm that I will have direct knowledge of all new and existing policies and procedures as defined by the Vehicle Inspection Program and as amended from time to time.
- I declare that the statements and information above contained in, attached to and submitted with this application are true and correct.
- I understand that all information is subject to verification and that any false or misleading representations may result in rejection, deferral or cancellation of my facility application.

By proceeding to pay and submit this renewal application, the above indicated Declarer takes responsibility for the information provided in this renewal application and understands that this renewal application must undergo a full review by CVSE and that submission of this application does not guarantee a facility licence will be renewed.

IMPORTANT: Please ensure all information in this application is complete and correct before proceeding. By clicking the "Confirm and Continue" button you cannot make changes to your application beyond this point.

[Previous](#)

[Confirm and Continue](#)

[Cancel](#)

3. To select the Declarer from the drop down list, and provide an email and telephone (required).
 - a. IMPORTANT: If the Declarer does not have legal signing authority for the company, then an authorized declarer letter must be provided from the company. It may be provided by fax, mail or as an electronic attachment on the application.

Declaration

THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by Audit Carriers Inc to the Province of British Columbia for designation as an inspection facility.

This application must be submitted by the individual whose name will appear on the facility licence OR by a person who has signing authority for this company  OR by the facility manger who has been given authority  to submit the application. A copy of the authorization letter must be provided to the VIP office.

The individual submitting this form must complete the following declaration.

Please identify the Declarer: *

Pick from the list 

Surname *

Given Name 1 *

Given Name 2

Email Address *

Telephone Number * () - x

Type * 

Required Authorization Letter will be submitted by: *

Fax or Mail or (select only one)

Submit Application – Pay Online or Manually

1. There are 2 options: Pay and Submit Online, OR Print and Submit Manually.

IMPORTANT: Manual Payments (not submitted online) may result in a longer application processing time.

2. To pay with a credit card online through the secure online payment system, click the Pay and Submit Online button. Application will be submitted automatically once payment is complete.
3. To pay manually (with a cheque or money order) click 'Print and Submit Manually' to be taken to the final screen from which the application can be printed then mailed in with payment.

Please note that manual payments (not submitted online) may result in longer application processing time.

Submit Application Online

To complete the application and make payment of \$200.00, please proceed to pay and submit your application online.

You will receive an email with a printable .pdf file of the application and payment receipt once payment is made. If you do not receive this email confirmation, please contact CVSE at 250-952-0577.

Submit Manual Application

If you are unable to submit your application online, please print the application and send it along with all supporting documents and payment of \$200.00 to CVSE.

By Mail: CVSE
PO Box 9250 Stn Prov Govt
Victoria, BC V8W 9J2

By Fax: (250) 952-0578

By Email: Vehicle.Inspections@gov.bc.ca

To protect your privacy, CVSE requests that you **DO NOT FAX OR EMAIL CREDIT CARD INFORMATION.** If submitting your application by fax or email, please send all documents without payment and then call CVSE at 250-952-0577 with your credit card information.

Back to VIP Online Licencing Home

4. Online Payment screen 1 (enter credit card information).

New Designated Inspection Facility Application

BRITISH COLUMBIA
The Best Place on Earth

Help

Internet Payments Program

Credit Card Payment

Account BCEPO_Transportation_P is in test mode

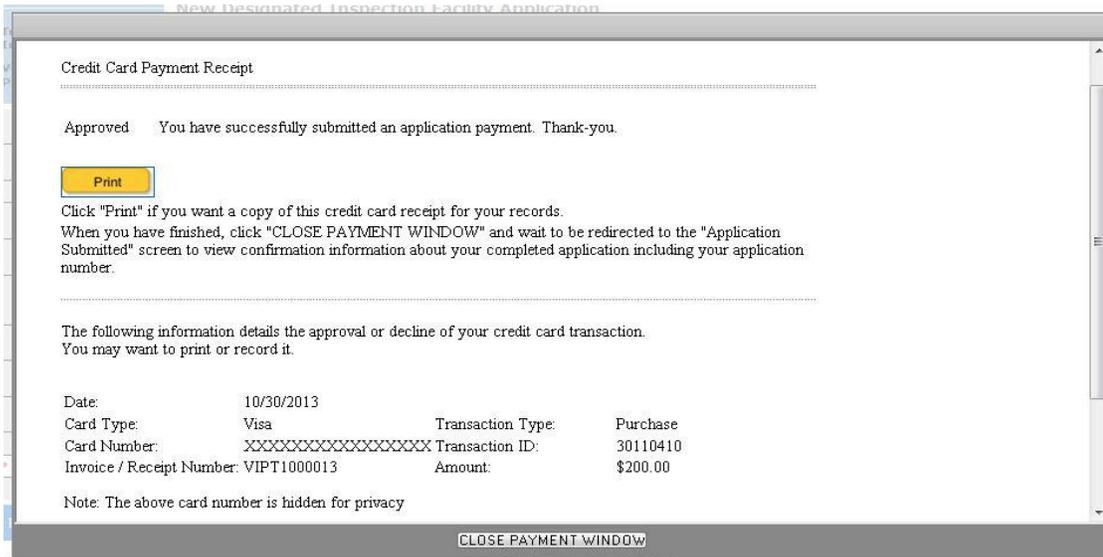
Payment Information

Invoice/Order Number: 30110410
Amount: \$200.00 CAD
Credit Card Type: VISA
Credit Card Number:
Expiration Date: 01 / 2013

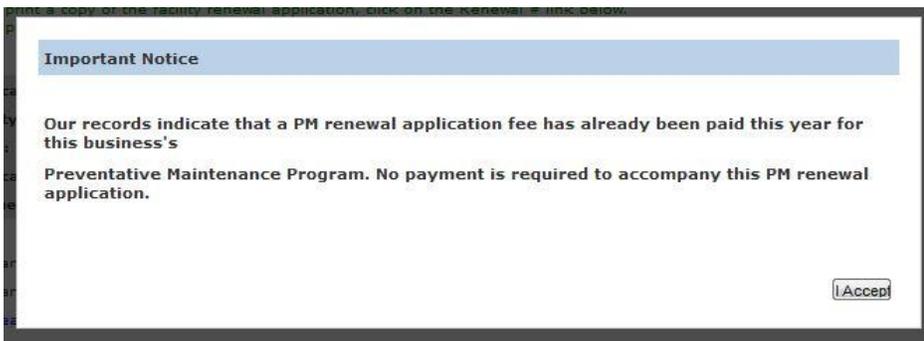
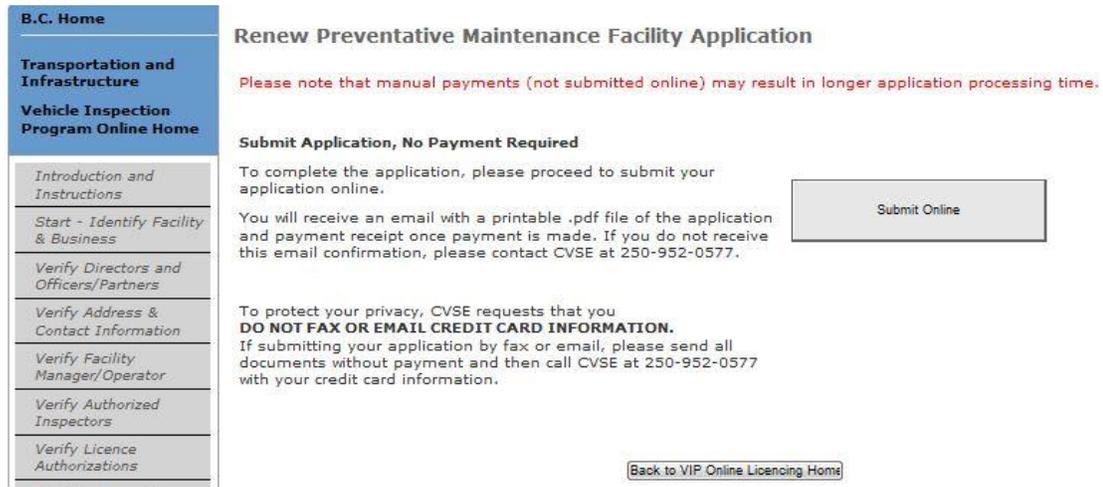
Cancel Pay Now

CLOSE PAYMENT WINDOW

5. Online Payment screen 2 (view and print online payment receipt).



6. For facilities part of the PM Program, the first facility of the calendar year to submit their renewal will be required to pay the renewal fee. All subsequent renewals within that PM Program will not need to pay.



Application Submitted screen

1. The final screen of the application confirms that the application process is complete and provides an application number to be used in all inquiries to CVSE.
2. Click on the link with the application number to view and print the application form that was filled out online. This needs to be submitted with payment for manual applications.
3. If payment was made online, a 'Receipt' link will display that can be viewed and printed.

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Declaration

Submit Application

Application Submitted

Exit this e-service

Renew Preventative Maintenance Facility Application

Renewal Application Submitted

- Your payment has been approved and your facility renewal application has been submitted.
- A copy of your facility renewal application and payment receipt will be sent to the you by e-mail.
- To print a copy of the facility renewal application, click on the [Renewal #](#) link below.
- To print a copy of the receipt, click on the [Receipt #](#) link below.

Applicant (Owner) Name	Audit Carriers Inc		
Facility Name	PM FACILITY #07		
Date :	2013-Oct-30		
Application Number :	2013100149		
Payment Method :	Credit card	Total	\$0.00

View and PRINT your Renewal now : [Renewal # - 2013100149](#)

View and PRINT your Receipt now : [Receipt](#)

**** Please use the above Renewal Number for any correspondence when contacting the VIP Program Staff. ****

The following documents must be submitted to CVSE:

	Document Description	Indicated Delivery Method
3.	Authorization Letter for Declarer	Mail

How to Contact CVSE:

CVSE Fax:	(250)-952-0576	CVSE Mailing Address:	PO Box 9250 Str Prov Govt
CVSE Email:	vehicle.inspections@gov.bc.ca		Victoria, BC V8W 9J2

[Start Another Renewal](#)
[Back to VIP Online Licensing Home](#)
[Print this page](#)

New Facility Application

- All applications MUST be filled out online.
- Blank application forms are no longer available to be printed and filled out by hand.
- If users wish to mail their applications and payment, the application must **first be filled out online**, then the completed application can be printed and mailed.
- All applications are available from the VIP Online Homepage after login with a business BCeID.

Start an Application

1. Click the link “New Licence” on the VIP Online Homepage.

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New Facility Application

Introduction and Instructions

Please carefully read ALL information below before proceeding.

The Vehicle Inspection Program is administered through the Commercial Vehicle Safety and Enforcement Branch (CVSE) within the Ministry of Transportation and Infrastructure.

Overview of the Application Process

- **CVSE Review of Submitted Applications:** New Facility Applications are subject to assessment and review by CVSE and are not guaranteed to be approved for licencing. When applying, the correct facility name and Legal Entity name must be on the application. For example, ABC Repairs is a Facility Name (a doing business as name) whereas ABC Enterprises is a legal entity. An individuals legal name is also a legal entity.
- **Pressure Fuel and Air Brake Endorsement:** To be endorsed for pressure fuel or air brakes, at least one Authorized Inspector holding the applicable endorsement on their AI Certificate must be working at the facility, and the Authorized Inspector's name and Inspector Number must be included in this application.
- **Facility Audits:** Facilities must be audited by a CVSE Area Vehicle Inspector prior to licencing.
- **Program Requirements:** All facilities must meet or exceed all program requirements defined in the [Vehicle Inspection Guide](#).

Your Application Must Include:

	Designated Facility	Preventative Maintenance
Documents Required	<ul style="list-style-type: none"> • ICBC Garage Policy (showing correct facility and legal entity name) • Business Licence (if required by the jurisdiction) 	For vehicle types included in program <ul style="list-style-type: none"> • Trip Inspection Report • Maintenance Schedule • Itemized Inspection Checklist
Fees	\$200 - DIF \$50 - Motorcycle only	\$150 - PM

Payment

The application fee must be submitted with your application. Payment must be made online with a valid credit card (Visa, Mastercard or American Express). The online payment must accompany an online application.

The personal information on this form is collected under the authority of Section 26 of the *Freedom of Information and Privacy Act* and *Motor Vehicle Act 217*. The information collected will be used for the purpose of processing your application or in a manner consistent with that purpose. If you have any questions about the collection of this information, contact 250.952.0577.

DO NOT ACCEPT

ACCEPT

1. Carefully read the content on this screen to ensure all instructions and rules are understood.
2. Click the **I ACCEPT** button to indicate acceptance of all instructions and rules and proceed with the application or renewal.
3. Click the **I DO NOT ACCEPT** button to if all instructions and rules are not agreed to; the renewal cannot be accessed or completed and user will be returned to the VIP Online Homepage.

Start - Identify Facility Type

1. Indicate the type of Facility (DIF, PM or Motorcycle Only) for the application.
2. Indicate the type of Legal Entity that will own the facility. If the legal entity already operates a facility in the Vehicle Inspection Program, the Legal Entity type will be pre-set and not editable

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New Facility Application

Start - Identify Facility Type

I am applying for a(select one): *

New Designated Inspection Facility

New Motorcycle Only Facility

New Preventative Maintenance Facility

The type of business entity that owns this facility is a (select one): *

Sole Proprietorship ?

Incorporated or Limited Company ?

Partnership ?

Other -- choose business type --

Previous **Continue** **Cancel**

3. For new PM Facility applications, the type and number of vehicles in the program must be indicated.

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New Facility Application

Start - Identify Facility Type

I am applying for a(select one): *

New Designated Inspection Facility

New Motorcycle Only Facility

New Preventative Maintenance Facility

For this facility's Preventative Maintenance Program, please provide the following:

0 Number of trucks/tractors

0 Number of trailers

0 Number of buses (excluding school buses)

0 Number of school buses

0 Number of taxis/limousines

The type of business entity that owns this facility is a (select one): *

Sole Proprietorship

Incorporated or Limited Company

Partnership

Other

[Previous](#) [Continue](#) [Cancel](#)

Business and Facility Information

1. Provide the required information as indicated by the red asterisk.
2. If the Facility name is the same as the Legal Organization name, click the checkbox.
3. Once all information is provided, click 'Continue' to proceed to the next screen.

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New Designated Inspection Facility Application

Organization Business Information

Legal Organization Name that owns this facility: Audit Carriers Inc

Caution: Stop now if you wish to open a facility under a different Legal Entity than shown above. To change the Legal Entity, cancel this application and log on to VIP Online with a Business BCeID that belongs to the correct Legal Entity.

Facility name (Doing Business As): * Same as name above

Is this organization incorporated in BC? * Yes No

BC Incorporation Number: * BC1234567

Business Number (issued by CRA) * 123456789

Number of Bays at Facility * 0

NOTE: The number of bays at the facility MUST be provided. If this value is 0 or not displayed, user must click 'Edit' and provide this information in order to proceed to next page.

NOTE: The type of legal entity cannot be changed on this screen. To change the legal entity the user must contact CVSE.

Directors and Officers / Partners / Directors, Board Members Summary

1. The title of this screen will change slightly depending on the type of legal entity.
2. Any individuals currently on record with CVSE will be presented.
3. If all information provided is correct and complete, click 'Continue'.

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New Designated Inspection Facility Application
Directors and Officers Summary Page

To add a Director or Officer, click on the Add a Director or Officer button below. Repeat for each additional Director/Officer.
All Directors and Officers must be listed.

Name	Driver's Licence Number	Jurisdiction		
Owen King			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>
Zack Allmighty			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>
Bella Milner			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>
Elizabeth Deveau			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>
David Zethof			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>
Garnet Zethof			<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>

4. Click on the 'Add a Director' button to add individuals to the list.
IMPORTANT: All individuals with legal and signing authority for the legal entity must be listed.
5. If the individual has worked at other facilities, this information must be provided by indicating 'Yes' to the question beginning "Is or has this individual been....?" and filling out the required fields that display.

View/Edit Director or Officer

• Please provide each director or officer's full legal name as it appears on their Driver's Licence.

Surname *
 Given Name 1 *
 Given Name 2

Is or has the above individual been a manager, director, inspector, owner or operator of a designated facility in BC? *
 Yes No

If Yes, please fully complete the following:

Facility Name * Facility Number * Title/Role * Start Date * End Date *
 (YYYY-MMM-DD) (YYYY-MMM-DD)

Facility 1 -- choose title --

Facility Mailing and Contact Information

1. The physical and mailing address, and email and one telephone number are required.

The screenshot shows the 'New Designated Inspection Facility Application' form, specifically the 'Address and Contact Information' section. The left sidebar contains navigation links: B.C. Home, Transportation and Infrastructure, Vehicle Inspection Program Online Home, Introduction and Instructions, Start - Identify Facility Type, Business Information, Directors/Officers/Partners, Address and Contact Information (highlighted), Facility Manager/Operator Information, Add Authorized Inspectors, Request Licence Authorizations, Provide Supporting Documents, Declarations, Submit Application, Application Submitted, and Exit this e-service. The main content area is titled 'New Designated Inspection Facility Application' and 'Address and Contact Information'. It includes a green header for 'Facility Physical Address' with fields for Apt/Suite, Street Number, Street Name, Street Type, Street Direction, Prov/State (set to British Columbia), City, and Postal Code. A blue header for 'Mailing Address' asks if it is the same as the physical address, with radio buttons for Yes and No. A light blue header for 'Contact Information' includes fields for Email Address, Facility Telephone Number (with area code, exchange, and number), and Facility Fax Number, each with a 'Type' dropdown (Business or Cell) and a 'Default' checkbox. Navigation buttons 'Previous', 'Continue', and 'Cancel' are at the bottom.

Facility Manager / Operator

1. The facility manager must be provided.
2. Either select the individual from the drop-down list or click the checkbox beside 'Enter a New Facility Manager'

The screenshot shows the 'New Designated Inspection Facility Application' form, specifically the 'Facility Manager/Operator Information' section. The left sidebar is identical to the previous screenshot, with 'Facility Manager/Operator Information' highlighted. The main content area is titled 'New Designated Inspection Facility Application' and 'Facility Manager/Operator Information'. It includes a blue header for 'Facility Manager/Operator Information' with the instruction 'Please provide Facility Manager/Operator information below'. Below this, it asks to 'Please identify the Facility Manager/Operator' with a 'Pick from the list' dropdown menu. An 'OR' section contains a checkbox for 'Enter a New Facility Manager Operator'. Navigation buttons 'Previous', 'Continue', and 'Cancel' are at the bottom.

- If newly added, enter the name as on their driver's licence and provide all previous facility association information if applicable.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Start - Identify Facility Type

Business Information

Directors/Officers/Partners

Address and Contact Information

Facility Manager/Operator Information

Add Authorized Inspectors

Request Licence Authorizations

Provide Supporting Documents

Declarations

Submit Application

Application Submitted

Exit this e-service

New Designated Inspection Facility Application

Facility Manager/Operator Information

Please provide Facility Manager/Operator information below

Please identify the Facility Manager/Operator: *

Pick from the list:

OR

Enter a New Facility Manager Operator

Surname * Driver's Licence Number

Given Name 1 * Driver's Licence Jurisdiction

Given Name 2

Is or has the above individual been a manager, director, inspector, owner or operator of a designated facility in BC? *

Yes No

If Yes, please fully complete the following:

Facility Name *	Facility Number *	Title/Role *	Start Date * ?	End Date ?
			(YYYY-MMM-DD)	(YYYY-MMM-DD)
Facility 1 <input type="text"/>	<input type="text"/>	<input type="text" value="-- choose title --"/>	<input type="text"/>	<input type="text"/>

Request Licence Authorizations

1. Select the vehicle classes and endorsements requested on the licence.

IMPORTANT: Adding a Vehicle Class or Endorsement does not guarantee it will be approved. This is a request only and is subject to full review by CVSE.

IMPORTANT: PM Facilities will not have 'Class 6' or 'Rebuilt from Salvage' options. Motorcycle only facilities will only have Class 6, New to BC and Rebuild from Salvage options.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Start - Identify Facility Type

Business Information

Directors/Officers/Partners

Address and Contact Information

Facility Manager/Operator Information

Add Authorized Inspectors

Request Licence Authorizations

Provide Supporting Documents

Declarations

Submit Application

Application Submitted

Exit this e-service

New Designated Inspection Facility Application

Request Licence Authorizations

Vehicle Classes and Endorsements are available based on the Facility Type selected. If an additional Vehicle Class or Endorsement is required, please update the Facility Type by using the Previous buttons to navigate back to the Start - Identify Facility Type screen. Your information will not be lost.

Vehicle Classes Requested * (more than one may be requested)

The Facility must have at least one Authorized Inspector on staff/contract licenced for the Vehicle Class(es) requested.

- Class 1 - Motor vehicle with licenced GWV of 5,500 kgs or less
- Class 2 - Motor vehicle with licenced GWV of more than 5,500 kgs
- Class 3 - Trailers and Semi Trailers
- Class 4 - Bus
- Class 5 - School Bus
- Class 6 - Motorcycles

Endorsements Requested (more than one may be requested)

The Facility must have at least one Authorized Inspector on staff/contract with the Endorsement(s) requested.

- Air Brakes
- Pressure Fuel
- New to BC ?
- Rebuilt from Salvage ?
- Diesel Emissions (Opacity) ?

NOTE: CVSE may place additional restrictions on a facility licence based on review of this application.

[Previous](#) [Continue](#) [Cancel](#)

Associated Authorized Inspectors

1. All Authorized Inspectors who will be working at the facility must be listed. Enter the first AI name and inspector number into the fields provided.
2. Click 'Add an Authorized Inspector to List' button to create additional rows to enter information.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Start - Identify Facility Type

Business Information

Directors/Officers/Partners

Address and Contact Information

Add All Authorized Inspectors

For each Authorized Inspector working at this facility, please provide the full legal name and valid Inspector Number. To add another Inspector, click the Add Another Inspector To List button. Repeat for each Inspector. All Inspectors MUST be listed. This application cannot be submitted if the Facility does not have at least one Authorized Inspector already on staff/contract.

Surname *	Given Name 1 *	Given Name 2	Inspector Number *
Authorized Inspector 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Supporting Documents

1. Based on information provided in previous screens, the system will present a list of the supporting documents that must be provided with the renewal.
2. For some PM facility renewals, this page may not display because no supporting documents are required.

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Start - Identify Facility Type

Business Information

Directors/Officers/Partners

Address and Contact Information

Facility Manager/Operator Information

Add Authorized Inspectors

Request Licence Authorizations

Provide Supporting Documents

Supporting Documentation

A copy of the following documents must be submitted with your application. Please indicate whether copies will be provided by fax, email or electronically. Please ensure that a copy is also kept on file at the facility.

For the following Supporting Documents, please indicate whether they will be provided by fax, mail or electronically.

ICBC Garage Policy * Fax or Mail or Electronic Attachment

(Please include page displaying the Facility Address)

Current Business Licence Fax or Mail or Electronic Attachment

Please provide reason if a Business Licence for this Facility is not provided to CVSE:

3. User must indicate the method of document delivery to CVSE.
 - a. If Fax or Mail is selected, the documents can be sent after the application is submitted.
 - b. If Electronic Attachment is selected, the user must attach an electronic version of the indicated document in order to continue to the next page.
 - c. Certain electronic document types are not permitted, including .txt files and video.
4. If the Business Licence document is required, user must either indicate one of the 3 methods of delivery OR type in a reason why the document is not being provided. This is to allow for the rare cases when a municipality may not issue business licences.

Declaration

1. A declaration must be completed for every online application. All declaration statements must be accepted in order to continue with the application.
2. The Declarer must be:
 - an individual whose name will appear on the facility licence (eg. Sole Proprietor) OR
 - by a person who has signing authority for the company OR
 - by the facility manager who has been given signing authority to submit the application.

B.C. Home
Transportation and Infrastructure
Vehicle Inspection Program Online Home
Introduction and Instructions
Start - Identify Facility & Business
Verify Directors and Officers/Partners
Verify Address & Contact Information
Verify Facility Manager/Operator
Verify Authorized Inspectors
Verify Licence Authorizations
Provide Supporting Documents
Declaration
Submit Application
Application Submitted
Exit this e-service

Renewal Application for Designated Facility or Preventative Maintenance Facility

Declaration

THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by Audit Carriers Inc to the Province of British Columbia for designation as an inspection facility.

This application must be submitted by the individual whose name will appear on the facility licence OR by a person who has signing authority for this company OR by the facility manager who has been given authority to submit the application. A copy of the authorization letter must be provided to the VIP office.

The individual submitting this form must complete the following declaration.

Please identify the Declarer: *

Pick from the list -- choose individual --

Declaration

- 1 I confirm and accept direct legal responsibility for all vehicle inspections and vehicle inspection practices conducted at my Designated Inspection Facility.
- 2 I will ensure that all inspections performed by Authorized inspectors are in compliance with the Vehicle Inspection Manual Standards (Safety and Repair) Regulation, Motor Vehicle Act, Motor Vehicle Act Regulations and applicable standards. I acknowledge that any regulatory violations, improper vehicle inspections and /or safety concerns relating to inspection practices are unacceptable and can result in suspension or cancellation of my facility licence.
- 3 I confirm, accept and understand the duties and responsibilities defined in the Motor Vehicle Act Regulations (MVAR) Division 25 regarding requirements as a Designated Inspection Facility Operator.
- 4 I confirm that I will have direct knowledge of all new and existing policies and procedures as defined by the Vehicle Inspection Program and as amended from time to time.
- 5 I declare that the statements and information above contained in, attached to and submitted with this application are true and correct.
- 6 I understand that all information is subject to verification and that any false or misleading representations may result in rejection, deferral or cancellation of my facility application.

By proceeding to pay and submit this renewal application, the above indicated Declarer takes responsibility for the information provided in this renewal application and understands that this renewal application must undergo a full review by CVSE and that submission of this application does not guarantee a facility licence will be renewed.

IMPORTANT: Please ensure all information in this application is complete and correct before proceeding. By clicking the "Confirm and Continue" button you cannot make changes to your application beyond this point.

[Previous](#)

[Confirm and Continue](#)

[Cancel](#)

3. To select the Declarer from the drop down list, and provide an email and telephone (required).
 - a. **IMPORTANT:** If the Declarer does not have legal signing authority for the company, then an authorized declarer letter must be provided from the company. It may be provided by fax, mail or as an electronic attachment on the application.

Declaration

THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by Audit Carriers Inc to the Province of British Columbia for designation as an inspection facility.

This application must be submitted by the individual whose name will appear on the facility licence OR by a person who has signing authority for this company  OR by the facility manger who has been given authority  to submit the application. A copy of the authorization letter must be provided to the VIP office.

The individual submitting this form must complete the following declaration.

Please identify the Declarer: *

Pick from the list 

Surname *

Given Name 1 *

Given Name 2

Email Address *

Telephone Number * () - x

Type * 

Required Authorization Letter will be submitted by: *

Fax or Mail or (select only one)

Submit Application – Pay Online or Manually

1. There are 2 options: Pay and Submit Online, OR Print and Submit Manually.

IMPORTANT: Manual Payments (not submitted online) may result in a longer application processing time.

2. To pay with a credit card online through the secure online payment system, click the Pay and Submit Online button. Application will be submitted automatically once payment is complete.
3. To pay manually (with a cheque or money order) click 'Print and Submit Manually' to be taken to the final screen from which the application can be printed then mailed in with payment.

Transportation and Infrastructure
Vehicle Inspection Program Online Home

Please note that manual payments (not submitted online) may result in longer application processing time.

Submit Application Online
 To complete the application and make payment of \$200.00, please proceed to pay and submit your application online.

You will receive an email with a printable .pdf file of the application and payment receipt once payment is made. If you do not receive this email confirmation, please contact CVSE at 250-952-0577.

Submit Manual Application
 If you are unable to submit your application online, please print the application and send it along with all supporting documents and payment of \$200.00 to CVSE.

By Mail: CVSE
 PO Box 9250 Stn Prov Govt
 Victoria, BC V8W 9J2

By Fax: (250) 952-0578

By Email: Vehicle.Inspections@gov.bc.ca

To protect your privacy, CVSE requests that you **DO NOT FAX OR EMAIL CREDIT CARD INFORMATION.** If submitting your application by fax or email, please send all documents without payment and then call CVSE at 250-952-0577 with your credit card information.

Back to VIP Online Licencing Home

4. Online Payment screen 1 (enter credit card information).

New Designated Inspection Facility Application

BRITISH COLUMBIA
 The Best Place on Earth

Help

Internet Payments Program

Credit Card Payment

Account BCEPO_Transportation_P is in test mode

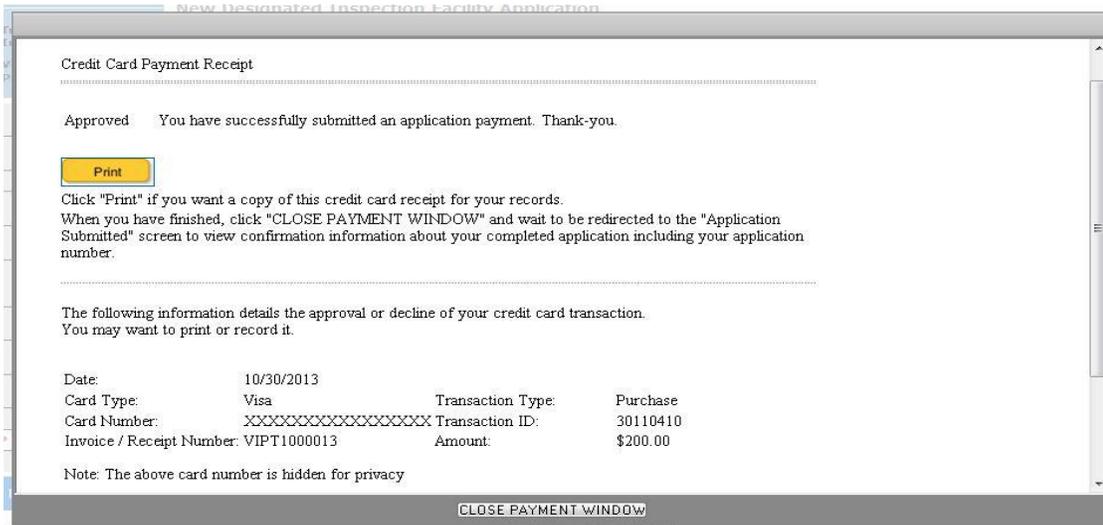
Payment Information

Invoice/Order Number: 30110410
 Amount: \$200.00 CAD
 Credit Card Type: VISA
 Credit Card Number:
 Expiration Date: 01 / 2013

Cancel Pay Now

CLOSE PAYMENT WINDOW

5. Online Payment screen 2 (view and print online payment receipt).



Application Submitted screen

1. The final screen of the application confirms that the application process is complete and provides an application number to be used in all inquiries to CVSE.
2. Click on the link with the application number to view and print the application form that was filled out online. This needs to be submitted with payment for manual applications.
3. If payment was made online, a 'Receipt' link will display that can be viewed and printed

Transportation and Infrastructure

Vehicle Inspection Program Online Home

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[Business Information](#)

[Directors/Officers/Partners](#)

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[Add Authorized Inspectors](#)

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[Application Submitted](#)

[Exit this e-service](#)

Application Submitted

- Your payment has been approved and your facility application has been submitted.
- A copy of your facility application and payment receipt will be sent to you by e-mail.
- To print a copy of the facility application, click on the Application link below.
- To print a copy of the receipt, click on the Receipt link below.

Applicant (Owner) Name	Audit Carriers Inc		
Facility Name	Another Carrier Facility		
Date :	2013-Oct-30		
Application Number :	2013100150		
Payment Method :	Credit card	Total	\$200.00

View and PRINT your Application now : [Application #: 2013100150](#)

View and PRINT your Receipt now : [Receipt](#)

**** Please use the above Application Number for any correspondence when contacting the VIP Program Staff.**

The following documents must be submitted to CVSE (for mail or fax, please include the application number with the document)

Document Description	Indicated Delivery Method
1. ICBC Garage Policy (Facility address must appear)	Mail
2. Business Licence	Mail
3. Authorization Letter for Declarer	Mail

How to Contact CVSE:

CVSE Fax: (250)-952-0578	CVSE Mailing Address: PO Box 9250 Stn Prov Govt
CVSE Email: vehicle.inspections@gov.bc.ca	Victoria, BC V8W 9J2

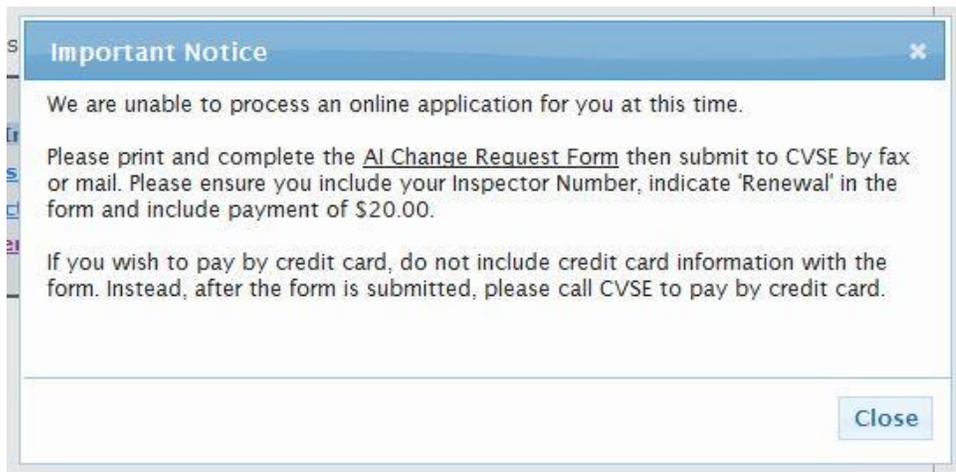
[Start Another Application](#)
[Back to VIP Online Licensing Home](#)
[Print this page](#)

Renew Authorized Inspector Application

- All applications MUST be filled out online.
- Blank application forms are no longer available to be printed and filled out by hand.
- If users wish to mail their applications and payment, the application must **first be filled out online**, then the completed application can be printed and mailed.
- All applications are available from the VIP Online Homepage after login with a **personal BCeID**.

Start an Application

1. Click the link “Renew Certificate” on the VIP Online Homepage (see section “Accessing VIP Online” above).
2. IMPORTANT: If an AI Number begins with an A, C or P, renewals cannot be submitted online. A notice will be displayed with instructions on accessing and completing a paper form to renew.



Introduction and Instructions Screen

1. Carefully read the content on this screen to ensure all instructions and rules are understood.
2. Click the **IACCEPT** button to indicate acceptance of all instructions and rules and proceed with the application or renewal.
3. Click the **IDO NOT ACCEPT** button if all instructions and rules are not agreed to; the renewal cannot be accessed or completed and user will be returned to the VIP Online Homepage.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

- Introduction and Instructions
- Start Renewal
- Qualifications and Endorsements
- Facility Associations
- Provide Supporting Documents
- Declaration
- Submit Application
- Application Submitted

Renewal Application for an Authorized Inspector Licence

Introduction and Instructions

Please carefully read ALL information below before proceeding.

The Vehicle Inspection Program (VIP) is administered through the Commercial Vehicle Safety and Enforcement (CVSE) Branch within the Ministry of Transportation and Infrastructure.

Overview of the Application Process to Renew an Authorized Inspector Licence

1. Renewal Applications must be submitted every 2 years and are subject to assessment and review by CVSE.
2. Renewal Applications must be completed by the Authorized Inspector and submitted online. The complete renewal application must include a renewal fee and all required supporting documents. Documents may be submitted by fax, mail or as an electronic attachment.
3. The Authorized Inspector must review, and provide updates or complete the following:
 - name, mailing address and contact information; and
 - BC Trade Qualification Number or Inter-Provincial equivalent; and
 - Vehicle Classes and Endorsements on licence; and
 - List of Facilities where you work.

Payment

An application fee of \$20 must be submitted with your renewal application. Payment must be made online with a valid credit card (Visa, Mastercard, or American Express). If payment is not accepted, your online renewal application will not be accepted.

For inquiries regarding the Authorized Inspector Renewal Application process, please contact CVSE by phone at 250-952-0577, by fax at 250-952-0578 or by email at vehicle.inspections@gov.bc.ca

The personal information on this form is collected under the authority of Section 26 of the *Freedom of Information and Privacy Act* and *Motor Vehicle Act 217*. The information collected will be used for the purpose of processing your application or in a manner consistent with that purpose. If you have any questions about the collection of this information, contact 250.952.0577.

IDO NOT ACCEPT **IACCEPT**

Start Renewal

1. The Authorized Inspector's name, mailing address and contact information currently on record with CVSE will be presented.
2. If all information provided is correct and complete, click 'Information Correct - Continue'.

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Vehicle Inspection Program Online Home

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Qualifications and Endorsements
Facility Associations
Provide Supporting Documents
Declaration
Submit Application
Application Submitted

Exit this e-service

Renewal Application for Authorized Inspector Licence

Start Renewal

JAMES Eric BOND

Inspector Number M00007 **Licence Expires**

Please review your information below and make changes by clicking on the applicable Edit button.

Inspector Name and Driver's Licence [Edit Name or DL](#)

JAMES Eric BOND
Driver's Licence: 1200805 (BC)

Inspector Mailing Address: (Home) [Edit Address](#)

102 34567 URBAN COLUMBIA RD
Prince George BC V9T 2T9

Inspector Contact Information [Edit Contact Information](#)

Email Address kathy.boulanger@gov.bc.ca
Telephone Number (250) 555-1234 HOM (Default)
Telephone Number
Fax Number (894) 555-2222

[Previous](#) [Information Correct - Continue](#) [Cancel](#)

3. To update driver's licence information, click the 'Edit Name or DL' button.
NOTE: To make corrections to the name, please contact CVSE.

Edit Name or Driver's Licence

Surname * BOND
Given Name 1 * JAMES
Given Name 2 Eric
Drivers Licence Number 1200805
Drivers Licence Jurisdiction British Columbia

[Save](#) [Cancel](#)

4. To update the mailing address, click the 'Edit Address' button.

NOTE: A mailing address must be provided.

Edit Inspector Mailing Address: (Home)

Apt/Suite: 102

Street Number: 34567

Street Name: URBAN COLUMBIA

Street Type: Road

Street Direction: -- choose street direction --

Prov/State *: British Columbia

City *: Prince George

Postal Code *: V9T 2T9

P. O. Box:

Site:

Postal Station:

RR/SS: Yes No

Comp:

General Delivery:

Save Cancel

5. To update email, telephone or fax information, click the 'Edit Contact Information' button.

NOTE: An email address and one telephone number must be provided.

Edit Inspector Contact Information

Email Address *: someemail@email.address.ca

Telephone Number *: (250) 555 - 1234 x

Telephone Number: () - x

Fax Number: (894) 555 - 2222

Type *: Home Default Telephone

Type: Business Default Telephone

Save Cancel

Verify Inspector Qualifications and Endorsements

1. Qualification and Endorsement information currently on record with CVSE will be presented.
2. If all information provided is correct and complete, click 'Continue'.

Transportation and Infrastructure
Vehicle Inspection Program Online Home

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Start Renewal
Qualifications and Endorsements
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Exit this e-service

Verify Inspector Qualifications and Endorsements

Inspector Number M00007 Licence Expires

Please verify the following information is correct. To update information, click the Edit/Update or Edit/Change button.

Qualification Numbers		Edit/Update
BC Certificate of Trade Qualification Number	23456-AM-02	
BC Certificate of Trade Qualification Number	03000-HD-87	

Licenced Vehicle Classes		Edit/Change
Class 1 - Motor vehicle with lic. GVW of 5,500 kgs or less		
Class 2 - Motor vehicle with lic. GVW of more than 5,500kgs		
Class 3 - Trailer and semi-trailer		
Class 4 - Bus		
Class 5 - School Bus		
Class 6 - Motorcycle		

Endorsements		Edit/Change
Air Brakes		
<input type="button" value="Remove"/> Pressure Fuel	Gas Certification Number: LPG12345	

NOTE: To maintain your Pressure Fuel endorsement, a valid copy of your current certification issued by BC Safety Authority (Gas) must be provided to CVSE. If you no longer have valid certification, you must click the 'Remove' button beside Pressure Fuel.

3. To update Qualification information, click the 'Edit/Change' button on the Qualification Numbers section. Enter any additional Trade Qualifications if applicable. Up to 2 BC Trade Qualifications and 1 Interprovincial Trade Qualification can be provided.

IMPORTANT: Adding a Qualification Number does not guarantee a new Vehicle Class or Endorsement will be approved. This change is subject to full review by CVSE.

4. To request a Vehicle Class or Endorsement be added, click the 'Edit/Update' button in the applicable section, then select 'Add' beside the item requested to be added.
 - a. Adding Pressure Fuel also requires that the Gas Certification number be provided.

Request Change to Licence Endorsements

To add an Endorsement to your Licence, proof of certification must be provided. Addition of endorsements to your licence is subject to CVSE review and approval.

Pressure Fuel
Gas Certification Number:

IMPORTANT: Adding a Vehicle Class or Endorsement does not guarantee that it will be approved or added to the certificate. This change is subject to full review by CVSE.

IMPORTANT: The Edit/Update button may not be functional if an AI already has all 6 vehicle classes on their certificate, or already has the 2 available endorsements on their certificate.

- If you have Pressure Fuel endorsement but are not planning to renew your Gas Certificate from BC Safety Authority, you must remove Pressure Fuel by clicking on the 'Remove' button.

Verify Facility Associations

- Any associated AIs currently on record with CVSE will be presented.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Start Renewal

Qualifications and Endorsements

✎ Facility Associations

Provide Supporting Documents

Declaration

Submit Application

Application Submitted

Exit this e-service ▶

Renewal Application for Authorized Inspector Licence

Verify Facility Associations

Inspector Number M00007 **Licence Expires**

Our records indicate that you are employed, on contract or otherwise provide inspection services to the following facilities. Please review the information below to ensure accuracy and completeness. **All Facilities must be listed.**

- If you work at a facility that is not listed, please add it by clicking on the 'Add' button
- If you no longer work for a listed facility, please remove it by clicking the 'End Association' button
- If a facility is listed that you have no affiliation with, please indicate 'No, I have never worked at this facility' and contact your Area Vehicle Inspector.

Facility Name	Facility Number	Work Start Date	Work End Date	Yes, I have worked at this facility	No, I have never worked at this facility	
VIPAD-79 New Facility	S10090	2013-Aug-01		<input type="radio"/>	<input type="radio"/>	<input type="button" value="End Association"/>
BLOB TEST	S10060	2013-Jul-29		<input type="radio"/>	<input type="radio"/>	<input type="button" value="End Association"/>
Fix-it Garage	S10050	2013-Jul-24		<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="End Association"/>
BARRY'S GARAGE	S0373	2013-Jul-13		<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="End Association"/>
SPINOZA TRUCKING	S0288	2007-Jul-07		<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="End Association"/>
PM FACILITY #03	P0310	2007-May-07	2013-Jan-22	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Reinstate Association"/>

2. If a Facility Association has been verified during a previous renewal, then a green checkmark will appear.
3. If a Facility, during their renewal, indicated that an AI works for them, then that facility will be listed with small circles under the two columns “Yes I have Worked at this Facility” and “No I have never worked at this Facility”. The AI MUST select one of the two options in order to proceed to the next screen.
4. To add a Facility to the list, click “Add a Facility” and complete the required information.

Add a Facility Association

Facility Name *	Facility Number *	Work Start Date * (YYYY-MMM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. To remove a listed Facility for which the AI no longer works, click ‘End Association’ and provide the last day of work at the facility. An End Date will display in the list on the main screen after clicking ‘End Date Association’ in the pop-up box.

Remove a Facility Association

Facility Name	Facility Number	Work End Date * (YYYY-MMM-DD)
Dorothy's Dandy DIF	S10080	<input type="text"/>

6. If a facility was end-dated in error, then click the ‘Reinstate Association’ button to undo.
7. As long as a facility association is not end dated, it will display on each subsequent renewal. Once a facility association is end dated, it will not display in the list on this screen during the next renewal.

Supporting Documents

1. Based on information provided in previous screens, the system will present a list of the supporting documents that must be provided with the renewal.
2. For some renewals, this page may not display because no supporting documents are required.
3. If the AI has a Pressure Fuel endorsement, a valid Gas Certificate must be provided each renewal.

The screenshot shows a web application interface for renewing an Authorized Inspector Licence. On the left is a navigation menu with options like 'Introduction and Instructions', 'Start Renewal', 'Qualifications and Endorsements', 'Facility Associations', 'Provide Supporting Documents' (highlighted), 'Declaration', 'Submit Application', and 'Application Submitted'. The main content area is titled 'Renewal Application for an Authorized Inspector Licence' and 'Provide Supporting Documentation'. It displays the 'Inspector Number' as M00007 and the 'Licence Expires' date. Below this, it states that documentation supporting requested changes must be provided to CVSE. A list of requirements includes: adding a Pressure Fuel Endorsement (requires BC Safety Authority Gas certification), adding an Air Brake Endorsement (requires proof of a repair course), and adding a Vehicle Class (requires proof of a new class TQ). A section asks the user to indicate the delivery method for supporting documents: Fax, Mail, or Electronic Attachment. A dropdown menu is currently set to 'Electronic Attachment' with a 'Browse...' button. A note specifies that if the user no longer has a valid BC Safety Authority Gas certification, they should use the 'Previous' button to return to the verification screen and click 'Remove' to delete the endorsement. At the bottom, contact information for the Commercial Vehicle Safety and Enforcement Branch is provided, along with 'Previous', 'Continue', and 'Cancel' buttons.

4. User must indicate the method of document delivery to CVSE.
 - a. If Fax or Mail is selected, the documents can be sent after the application is submitted.
 - b. If Electronic Attachment is selected, the user must attach an electronic version of the indicated document in order to continue to the next page.
 - c. Certain electronic document types are not permitted, including .txt files and video.

Declaration

1. A declaration must be completed for every online application. All declaration statements must be accepted in order to continue with the application.

IMPORTANT: Once user clicks 'Confirm and Continue', user cannot return to this page or any preceding pages. Be sure to read this page carefully and ensure that all previously provided information is correct before clicking 'Confirm and Continue'.

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Renewal Application for an Authorized Inspector Licence

Declaration

Inspector Number M00007

Licence Expires

The following Declaration **MUST** be completed the Authorized Inspector with Inspector Number **M00007**.

- I confirm and accept direct legal responsibility for all vehicle inspections and vehicle inspection practices conducted with my authorization number.
- I will ensure that all inspections performed by me are in compliance with the Vehicle Inspection Manual Standards (Safety and Repair) Regulation, Motor Vehicle Act, Motor Vehicle Act Regulations and applicable standards. I acknowledge that any regulatory violations, improper vehicle inspections and /or safety concerns relating to inspection practices are unacceptable and can result in suspension or cancellation of my Authorized Inspector certification.
- I confirm, accept and understand the duties and responsibilities defined in the Motor Vehicle Act Regulations (MVAR) Division 25 regarding requirements as an Authorized Inspector.
- I confirm that I will have direct knowledge of all new and existing policies and procedures as defined by the Vehicle Inspection Program and as amended from time to time.
- I declare that the statements and information above contained in, attached to and submitted with this renewal application are true and correct.
- I understand that all information is subject to verification and that any false or misleading representations may result in rejection, deferral or cancellation of my AI renewal application.

By proceeding to pay and submit this renewal request, the above indicated Declarer takes responsibility for the information provided and understands that this renewal request must undergo a full review by CVSE and that submission of this renewal request does not guarantee a licence will be renewed.

IMPORTANT: Please ensure all information in this application is complete and correct before proceeding. By clicking the "Confirm and Continue" button you cannot make changes to your application beyond this point.

Previous

Confirm and Continue

Cancel

Submit Application – Pay Online or Manually

1. There are 2 options: Pay and Submit Online, OR Print and Submit Manually.

IMPORTANT: Manual Payments (not submitted online) may result in a longer application processing time.

2. To pay with a credit card online through the secure online payment system, click the Pay and Submit Online button. Application will be submitted automatically once payment is complete.
3. To pay manually (with a cheque or money order) click 'Print and Submit Manually' to be taken to the final screen from which the application can be printed then mailed in with payment.

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Renewal Application for an Authorized Inspector Licence

Please note that manual payments (not submitted online) may result in longer application processing time.

Submit Application Online

To complete the application and make payment of \$20.00, please proceed to pay and submit your application online.

You will receive an email with a printable .pdf file of the application and payment receipt once payment is made. If you do not receive this email confirmation, please contact CVSE at 250-952-0577.

[Pay and Submit Online](#)

Submit Manual Application

If you are unable to submit your application online, please print the application and send it along with all supporting documents and payment of \$20.00 to CVSE.

By Mail: CVSE
PO Box 9250 Stn Prov Govt
Victoria, BC V8W 9J2

By Fax: (250) 952-0578

By Email: Vehicle.Inspections@gov.bc.ca

[Print and Submit Manually](#)

To protect your privacy, CVSE requests that you **DO NOT FAX OR EMAIL CREDIT CARD INFORMATION.** If submitting your application by fax or email, please send all documents without payment and then call CVSE at 250-952-0577 with your credit card information.

[Back to VIP Online Licensing Home](#)

4. Online Payment screen 1 (enter credit card information).


Help

Internet Payments Program

Credit Card Payment

Account BCEPO_Transportation_P is in test mode

Payment Information

Invoice/Order Number: 30110470

Amount: \$20.00 CAD

Credit Card Type:

Credit Card Number:

Expiration Date: /

Cancel
Pay Now

[CLOSE PAYMENT WINDOW](#)

5. Online Payment screen 2 (view and print online payment receipt).

Credit Card Payment Receipt

Approved You have successfully submitted an application payment. Thank-you.

Click "Print" if you want a copy of this credit card receipt for your records.
When you have finished, click "CLOSE PAYMENT WINDOW" and wait to be redirected to the "Application Submitted" screen to view confirmation information about your completed application including your application number.

The following information details the approval or decline of your credit card transaction.
You may want to print or record it.

Date:	11/01/2013	Transaction Type:	Purchase
Card Type:	Visa	Transaction ID:	30110470
Card Number:	XXXXXXXXXXXXXXXXXXXX	Amount:	\$20.00
Invoice / Receipt Number:	VIPD1000013		

Note: The above card number is hidden for privacy

Host Date/Time: Nov 1, 2013 12:08:42 PM

6. For those whose inspector number starts with an 'M', a notice will appear describing the change in inspector number that will take place upon approval of the renewal application.

IMPORTANT: Only those inspector numbers starting with an M will change to start with a 1. This will happen upon approval of the first renewal submitted after November 4, 2013.

Important Notice

This notice applies to all Inspector numbers beginning with "M".

Upon approval of your AI certificate renewal application, the first letter of your inspector number will change. The 'M' will be replaced with a '1', but the existing numbers will NOT change. For example, M99999 will become 199999.

Once you receive your amended inspector number, it must be used when submitting vehicle inspections. **The 'M' number will no longer be functional.**

Application Submitted screen

1. The final screen of the application confirms that the application process is complete and provides an application number to be used in all inquiries to CVSE.
2. Click on the link with the application number to view and print the application form that was filled out online. This needs to be submitted with payment for manual applications.
3. If payment was made online, a 'Receipt' link will display that can be viewed and printed.

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Application Submitted

[Exit this e-service](#)

Renewal Application Submitted

- Your licence renewal application has been submitted (but not yet approved). Your payment has been approved.
- A copy of your licence renewal application and payment receipt will be sent to the you by e-mail.
- To print a copy of the licence renewal application, click on the Renewal # link below.
- To print a copy of the receipt, click on the Receipt # link below.

Inspector Name :	JAMES Eric BOND		
Inspector Number :	M00007		
Submitted Date :	2013-Nov-01		
Application Number :	2013102890		
Payment Method :	Credit card	Total	\$20.00

View and PRINT your Renewal Application now : [Application Number #- 2013102890](#)

View and PRINT your Receipt now : [Receipt](#)

**** Please use the above Renewal Application Number for any correspondence when contacting the VIP Program Staff. ****

The following documents must be submitted to CVSE:

	Document Description	Indicated Delivery Method
1.	Valid copy of certification from BC Safety Authority (Gas)	Electronic

How to Contact CVSE:

CVSE Fax:	(250)-952-0578	CVSE Mailing Address:	PO Box 9250 Stn Prov Govt
CVSE Email:	vehicle.inspections@gov.bc.ca		Victoria, BC V8W 9J2

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[Print this page](#)

New Authorized Inspector Application

- All applications MUST be filled out online.
- Blank application forms are no longer accepted.
- Only Training Institutions can submit New AI applications after student inspector completes the training course.
- Application is available from the VIP Online Homepage after authorized user from a Training Institution logs in with a secure Training Institution's business BCeID.
- To submit an application, student inspector must:
 - achieve at least 80% on the exam, and;
 - be at least a 4th year apprentice.

Start an Application

1. Click the link "New Licence Application (TRAINING INSTITUTIONS ONLY)" on the VIP Online Homepage (see section "Accessing VIP Online" above).

Introduction and Instructions Screen

1. Carefully read the content on this screen to ensure all instructions and rules are understood.
2. Click the button to indicate acceptance of all instructions and rules and proceed with the application or renewal.
3. Click the button to if all instructions and rules are not agreed to; the renewal cannot be accessed or completed and user will be returned to the VIP Online Homepage.
4. All Student Inspectors must complete a Declaration of Responsibility. The blank form can be viewed and printed from this page. This completed form must accompany the application by mailing or faxing, or attaching as an electronic file at the end of the application.

Transportation and Infrastructure
 Vehicle Inspection Program Online Home

- Introduction and Instructions
- Identify Inspector and Contact Information
- Enter Inspector Certifications
- Enter Course Results Information
- Provide Supporting Documents
- Declarations
- Submit Application

Exit this e-service

Introduction and Instructions

Welcome: ctms examiner CVSE Training Institution

Please carefully read ALL information below before proceeding.

Overview of the Application Process for New Authorized Inspectors

1. New inspector applications are subject to assessment and review by CVSE.
2. Applications are completed by the authorized Training Institution and must be submitted online. The complete application must include all required supporting documents and a [Declaration of Responsibility](#) reviewed and signed by the inspector applicant. Documents maybe submitted by fax, mail or as an electronic attachment.
3. The authorized Training Institution is required to provide:
 - The inspector applicant's name, mailing address and contact information, and
 - The inspector applicant's BC Trade Qualification Number or Inter-Provincial Read Seal equivalent (supporting documentation is required) in Heavy Duty, Commercial Transport, Trailer, Automotive or Motorcycle Repair, and
 - The inspector applicant's final exam grade (must be at least 80%) and practical test results upon completing the Vehicle Inspector Certification course, and
 - Examiner information and authorization number, and
 - A [Declaration of Responsibility](#) completed and signed by the inspector applicant.
4. If the inspector applicant indicates he/she is also seeking a Pressure Fuel endorsement on their AI Certificate, the Training Institution must provide a copy of a valid Gas Certificate document with the application..

For inquiries regarding the New Authorized Inspector Application process, please contact CVSE by phone at 250-952-0577, by fax at 250-952-0578 or by email at vehicle.inspections@gov.bc.ca

The personal information on this form is collected under the authority of Section 26 of the Freedom of Information and Privacy Act and Motor Vehicle Act 217. The information collected will be used for the purpose of processing your application or in a manner consistent with that purpose. If you have any questions about the collection of this information, contact 250.952.0577.

DO NOT ACCEPT

ACCEPT

Identify Inspector and Contact Information

1. Provide requested name, mailing address and contact information for the student inspector. The date of birth is required in order to verify Trade Qualification information.
2. An email address for the inspector must be provided. This address will be used to confirm that the application was received. Upon approval the Inspector Certificate will also be emailed to this address.

IMPORTANT: Certificates are no longer mailed to AIs, they are only emailed, so please ensure the email address is correct.

3. Once all information is provided and confirmed correct, click 'Continue'.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Identify Inspector and Contact Information

Enter Inspector Certifications

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Submit Application

Exit this e-service

New Authorized Inspector Application

Welcome: CVSE Training Institution

Identify Inspector and Contact Information

Please provide the full legal name of the Inspector as it appears on his/her Drivers Licence.

Identify the Inspector

Surname *

Given Name 1 *

Given Name 2

Driver's Licence Number

Driver's Licence Jurisdiction

Date of Birth *

Mailing Address of Inspector (please provide the home address)

In addition to the starred fields 'Prov/State', 'City' and 'Postal Code', a complete mailing address must also include, at a minimum, street information or PO Box or Comp/Site or General Delivery information.

Apt/Suite

Street Number

Street Type

Prov/State *

Postal Code *

P. O. Box

Site

Street Name

Street Direction

City *

Postal Station

RR/SS

Comp

General Delivery Yes No

Contact Information of Inspector:

Email Address *

Telephone Number * () - x Type * Default Telephone

Telephone Number () - x Type Default Telephone

Fax Number () -

[Previous](#)

[Continue](#)

[Cancel](#)

Inspector Certifications

1. Enter Trade Qualification number(s). Up to 2 BC Trade Qualifications and 1 Interprovincial Trade Qualification can be provided.
2. If student inspector does not yet have a Trade Qualification and is a 4th year apprentice, check the box beside “No TQ as applicant is a 4th year apprentice”.

NOTE: Only apprentices in their 4th year may apply to become an Authorized Inspector.

3. Enter Gas Certification number if inspector is applying for a Pressure Fuel endorsement.

NOTE: Adding a Gas Certification number does not guarantee that a Pressure Fuel endorsement will be approved or added to the certificate. This change is subject to full review by CVSE.

4. If all information provided is correct and complete, click ‘Continue’.

The screenshot shows a web application interface for entering inspector certifications. On the left is a navigation menu with options like 'Introduction and Instructions', 'Identify Inspector and Contact Information', 'Enter Inspector Certifications' (highlighted), 'Enter Course Results Information', 'Provide Supporting Documents', 'Declarations', and 'Submit Application'. The main content area is titled 'New Authorized Inspector Application' and 'Enter Inspector Certifications'. It includes a 'Qualification Numbers' section with input fields for BC Certificate of Trade Qualification Number (two) and Inter-Provincial Qualification Number, along with a dropdown for 'Province of Inter-Provincial Qualification' and a checkbox for 'No TQ as applicant is a 4th year apprentice'. Below this is the 'Certifications for Endorsement on Licence' section, which includes a 'Pressure Fuel' certification number field and a list of instructions. It also includes a section for 'Air Brakes' with a list of conditions for endorsement. At the bottom, there is a 'Comment:' text area and three buttons: 'Previous', 'Continue', and 'Cancel'.

B.C. Home

Transportation and Infrastructure

Vehicle Inspection Program Online Home

Introduction and Instructions

Identify Inspector and Contact Information

Enter Inspector Certifications

Enter Course Results Information

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Exit this e-service

New Authorized Inspector Application

Enter Inspector Certifications

Please provide all applicable Certification and Licence information for this Inspector.

Qualification Numbers(one of the options below must be provided):

BC Certificate of Trade Qualification Number (NNNNN-AA-NN)

BC Certificate of Trade Qualification Number (NNNNN-AA-NN)

Inter-Provincial Qualification Number (Must be Red Seal, documentation is required)

Province of Inter-Provincial Qualification

No TQ as applicant is a 4th year apprentice

Certifications for Endorsement on Licence

Pressure Fuel: Certification Number from BC Safety Authority (Gas)

- Please provide a valid, complete gas certification number if applying for a Pressure Fuel endorsement.
- If a certification number is entered, a valid copy of certification from BC Safety Authority (Gas) must be provided.

Air Brakes: An Air Brake Endorsement will be added to the licence by CVSE if:

- A BC TQ is provided for Commercial Transport (CT), Heavy Duty (HD) or Trailer (TM) journey mechanics, or
- An Interprovincial Red Seal TQ is provided that includes Air Brakes, or
- The TQ provided does not include Air Brakes but the inspector provides proof of completion of an air brake repair course.

Important: An airbrake endorsement on a drivers licence is NOT acceptable for air brake repair endorsement.

Comment:

Course Results Information

1. All course results information must be entered on this page.

B.C. Home

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Vehicle Inspection Program Online Home

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Identify Inspector and Contact Information

Enter Inspector Certifications

Enter Course Results Information

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Exit this e-service

New Authorized Inspector Application

Enter Course Results Information

Examiner/Instructor Identification:

Authorization Number 999999

Name ctms examiner *To update this information, please contact CVSE at (250) 952-0577.*

Email kathy.boulanger@gov.bc.ca

Phone (999)999-9999

Inspector's Exam Results:

Exam Date * (YYYY-MMM-DD)

Number of Questions on Exam *

Exam Score * Percentage = %

The Inspector successfully completed the Practical Test for the following vehicle classes: *

Please check all the apply.

- Class 1 - Motor vehicle with lic. GVW of 5,500 kgs or less
- Class 2 - Motor vehicle with lic. GVW of more than 5,500kgs
- Class 3 - Trailer and semi-trailer
- Class 4 - Bus
- Class 5 - School Bus
- Class 6 - Motorcycle

Inspector's Practical Skills/ Test Results: *

Please check only those results that passed.

- Headlamp Adjustment
- Tire Wear
- Slack Adjustment Travel
- 5th Wheel Pins
- Check Drum/Disc Size
- Tie Rod Ends
- Front Wheel Bearings
- Brake Adjustment
- Brake Hose
- Trailer Attachment Wear
- Walking Beam Bushings
- 5th Wheel Security
- Bus Body
- Steering Mechanism
- Kingpins
- Steering Lash
- Brake Lining Thickness
- Drum/Disc Wear

2. "Examiner/Instructor Identification" section:
 - a. If the individual who logged in is the Examiner, then the examiner's name, contact information and authorization number will automatically display.
 - b. If the individual who logged in is someone other than an Examiner, then they will be required to enter the Authorization Number of the examiner, and that individual's contact information will then be displayed.
3. Inspector's Exam Results section:
 - a. Enter the date of the exam. If it was more than 1 year ago, the exam will have to be re-taken.
 - b. Enter the number of questions on the exam, and the number of correct answers (exam score) provided by the inspector. The system will automatically calculate a percentage.

NOTE: The inspector must obtain at least 80% on the exam in order to apply. If the percentage is less than 80%, the system will not allow the application to continue.
4. Vehicle Classes: Select all vehicle classes that the applicant passed.
5. Practical Skills / Test Results section: Select all skills that were passed.
 - a. If all were passed, simply click 'Select All' button.
 - b. If most were passed, user can click 'Select All' then de-select those few individual items that were not passed.
6. When all information is entered and confirmed correct, click 'Continue'.

Supporting Documents

1. Based on information provided in previous screens, the system will present a list of the supporting documents that must be provided with the application.

New Authorized Inspector Application
Supporting Documentation

In addition to a signed Declaration, documentation that supports qualifications or certifications **MUST** be provided to CVSE if the inspector named in this application:

- has an Inter-Provincial Trade Qualification Number
- has a certification number from BC Safety Authority (Gas)

For the following Supporting Documents, please indicate whether they will be provided by fax, mail or as an electronic attachment:

	Fax	or	Mail	or	Electronic Attachment
Trade Certification - Inter-Provincial documentation *	<input type="radio"/>		<input type="radio"/>		<input type="radio"/> <input type="text"/> <input type="button" value="Browse..."/>
Valid copy of Certificate from BC Safety Authority (Gas) *	<input type="radio"/>		<input type="radio"/>		<input type="radio"/> <input type="text"/> <input type="button" value="Browse..."/>
Declaration of Responsibility signed by the inspector *	<input type="radio"/>		<input type="radio"/>		<input type="radio"/> <input type="text"/> <input type="button" value="Browse..."/>

To fax or mail supporting documents to CVSE, please send to:

Commercial Vehicle Safety and Enforcement Branch Fax: 250-952-0578
 PO Box 9250 Stn Prov Govt
 Victoria, BC V8W 9J2

2. For all New Inspector applications, a Declaration of Responsibility must be completed, signed by the student inspector, and submitted with the application by fax, mail or electronically attached.
3. If a Gas Certification number is provided because the inspector is requesting a Pressure Fuel endorsement, a valid Gas Certificate must be submitted with the application.
4. User must indicate the method of document delivery to CVSE.
 - a. If Fax or Mail is selected, the documents can be sent after the application is submitted.
 - b. If Electronic Attachment is selected, the user must attach an electronic version of the indicated document in order to continue to the next page.
 - c. Certain electronic document types are not permitted, including .txt files and video.

Declaration

1. A declaration must be completed for every online application. All declaration statements must be accepted in order to continue with the application.
2. If the individual who logged in is the Examiner, then 2 Declaration statements will be displayed.
3. If the individual who logged in is someone other than the examiner, then 3 Declaration statements will display. The additional statement is confirming that the Examiner has given the user authorization to enter exam-related information on their behalf.

IMPORTANT: Once user clicks 'Submit Application', user cannot return to this page or any preceding pages. Be sure to read this page carefully and ensure that all previously provided information is correct before clicking 'Submit Application'.

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Vehicle Inspection Program Online Home

Introduction and Instructions
 Identify Inspector and Contact Information
 Enter Inspector Certifications
 Enter Course Results Information
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New Authorized Inspector Application
Declaration by Training Institution

The following declaration statements must be completed by the named individual below as the Authorized Representative of the Training Institution.

Declarer: ctms examiner

1 I declare that the statements, information and exam results contained in and submitted with this application are true and correct.

2 I declare that the inspector named in this application has given me authorization to submit this application on their behalf.

By proceeding to submit this application by clicking the "Submit Application" button, the above Declarer takes responsibility for the information provided in this application and understands that this application will be reviewed by CVSE prior to a licence being issued.

Previous Submit Application Cancel

Application Submitted screen

1. The final screen of the application confirms that the application process is complete and provides an application number to be used in all inquiries to CVSE.
2. Click on the link with the application number to view and print the application form that was filled out online. This form is automatically emailed to the inspector when the application is submitted.

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Vehicle Inspection Program Online Home

Introduction and Instructions

Identify Inspector and Contact Information

Enter Inspector Certifications

Enter Course Results Information

Provide Supporting Documents

Declarations

 Submit Application

[Exit this e-service](#)

New Authorized Inspector Application

Application Submitted

- The New Authorized Inspector Application has been submitted.
- A copy of this application will be sent to the Training Institution and the inspector by e-mail.
- To print a copy of the New Authorized Inspector Application, click on the Application # link below.

Applicant (Inspector) Name :	Inspector, new
Training Institution :	CVSE Training Institution
Application Submitted Date :	2013-Nov-01
Application Number :	2013102900

View and PRINT your Application now : [Application # - 2013102900](#)

**** Please use the above Application Number for any correspondence when contacting the VIP Program Staff.**

The following documents must be submitted to CVSE:

Document Name	Indicated Delivery Method
1. Trade Certification - Inter Provincial	Mail
2. Valid copy of Certificate from BC Safety Authority (Gas)	Electronic
3. Declaration of Responsibility Signed by Inspector	Electronic

How to Contact CVSE:

CVSE Fax:	(250)-952-0578	CVSE Mailing Address:	PO Box 9250 Stn Prov Govt
CVSE Email:	vehicle.inspections@gov.bc.ca		Victoria, BC V8W 9J2

[Start Another Application](#)
[Back to VIP Online Licencing Home](#)
[Print this page](#)

AI Verify Inspection Reports

Verification of inspection reports must be performed by the Authorized Inspector who conducted the inspection. Therefore, the AI must log in with their **Personal BCeID**.

Verify Inspection Reports

1. Log in with your **personal BCeID** in order to verify inspection reports.
2. Go to the CVSE VIP Online System page at http://www.th.gov.bc.ca/cvse/e-forms_project.htm and click the blue button to log on to the VIP Online system.
3. Log in with your **personal BCeID** and password.
4. Click the link “Verify Inspection Reports”.
5. In the list of inspection reports that displays, review all Unverified inspection reports to ensure accuracy and completeness.
6. If there are unverified inspection reports displaying in **red**, these are overdue for verification and must be verified in order to be able to continue submitting inspection reports.
7. To verify inspection reports, click the checkbox beside each report to be verified then click the ‘Verify Inspection Report’ button at the bottom of the screen.
8. The status will change from ‘Unverified’ to ‘Verified’.
9. To return to the VIP Online Homepage, click the link “VIP Online Home Page” in the upper left.

IMPORTANT: There is a **time limit** and **count limit** for verifying inspection reports. These limits are:

- within 30 days of completing the inspection; and
- after 10 unverified inspection reports are accumulated where you are the primary inspector.

IMPORTANT: Once these limits are exceeded, verification is considered overdue and eForm will not allow the submission of inspection reports where you are identified as the primary inspector. To ensure inspection reports can always be submitted for inspections you conduct, be sure to verify inspection reports.

Identifying an Incorrectly Assigned Inspection Report

If during the verification process (see above) you identify an inspection report that is either incorrect or was not performed by you, first make every attempt to resolve the issue with the facility. If this doesn't resolve the issue, then follow these steps to dispute the inspection report in VIP Online:

- Click the checkbox beside the specific inspection report you wish to dispute.
- Click the ‘Dispute Inspection Report’ button at the bottom of the screen.
- In the pop-up that displays, select the reason for disputing the inspection, then click OK.
- You may be contacted by a CVSE Area Inspector to follow-up on the dispute.

Search for Inspection Reports

Als can search for all inspection reports they have conducted even when they were performed at different facilities. This is unique to Als, as facility users, when logged in with their business BCeIDs, can only search for inspection reports one facility at a time.

1. After logging in with your **personal BCeID** and password.
2. Click the link "Search for Inspection Reports".
3. A set of search criteria will be displayed. Enter the criteria by which you wish to search (eg. by a date range, or by inspection type or facility number).
4. Click 'Search' to find inspection reports. If no results are displayed, modify your search criteria.
5. To perform a different search, first click the 'Reset Criteria' button.
6. If the search returns a large number of inspections, the user may have to scroll or select a different page of results to see all inspections.
7. To return to the VIP Online Homepage, click the link "VIP Online Home Page" in the upper left.