

Vehicle Safety BC Portal User Guide

Submitting a new facility licence application

This guide is meant to support users in submitting a new facility licence application in the Vehicle Safety BC Portal



To get started please make sure you have your:

- **Business BCeID username and password OR**
- **BC Services Card**

System Requirements

We highly recommend the use of a modern browser (other than Microsoft Internet Explorer) when using the Vehicle Safety BC Portal including [Google Chrome](#) or [Mozilla Firefox](#). Please use a recommended browser moving forward preferably without any browser extensions which can be a source of malware or unwanted behavior.

We also recommend that your computer/laptop/desktop OS and browser software is up to date, and to perform regular scans with anti-malware software to prevent any potential unwanted behavior by malware.

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Step 1: Access the Portal

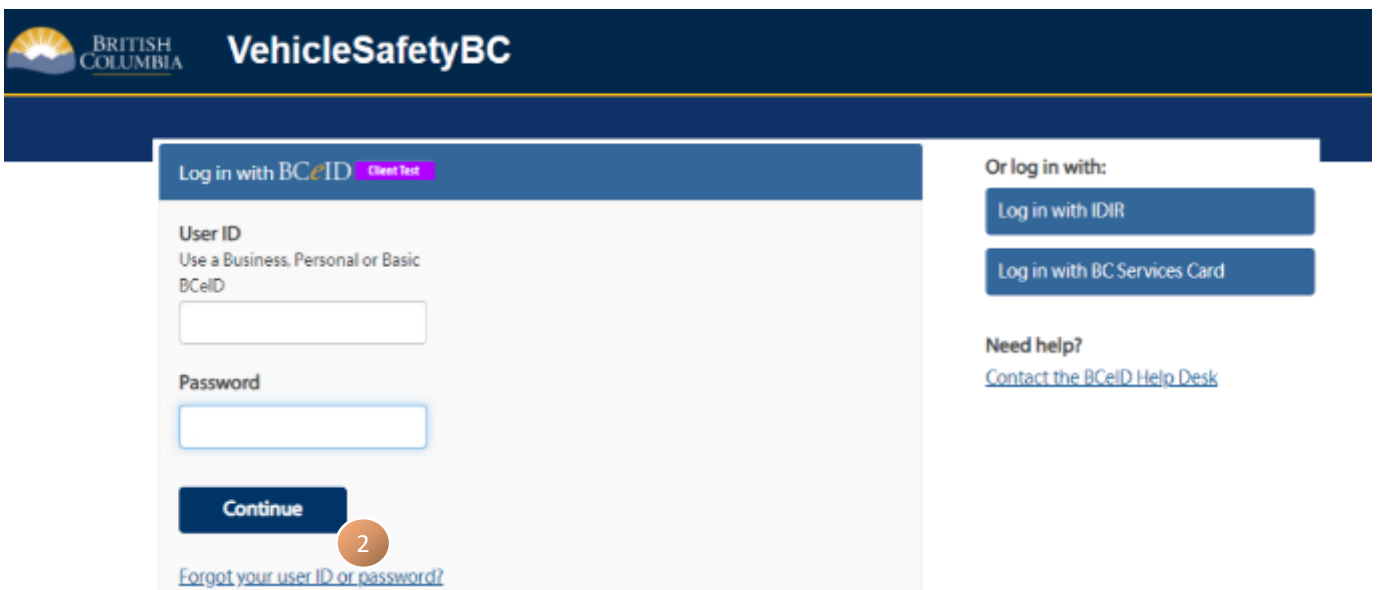
To get started, go to: <https://vehiclesafetybc.gov.bc.ca/>



Click on **Log In** at the top right corner of the portal

Step 2: Log in

At the next screen, Log in with your **BCeID** and **Password** or **BC Services Card**



Click on **Continue**

Step 3: Access Applications

You will arrive at the Vehicle Safety BC Portal. Click on [Applications](#).

Dashboard My Services

Dashboard



**VEHICLE
INSPECTION
PROGRAM**



**NATIONAL SAFETY
CODE**



**PASSENGER
TRANSPORTATION
BRANCH**

My Services



Applications

Apply for and renew certificates, permits and licenses. Link your BC Services Card, Personal BCeID or Business BCeID. Take the NSC Knowledge Test.

Applications



View/Print

View locations of vehicle inspection facilities.

View/Print



Communications

Access announcements and notifications.

Communications













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Step 4: Select facility licence application

On the **Applications** screen click the **Apply for New Vehicle Inspection Facility** app.

The screenshot displays a grid of application options on the 'Applications' screen. The 'Apply for New Vehicle Inspection Facility' option is highlighted with a red border. Each option includes an icon, a title, a brief description, and an 'Online' button. Some options also feature 'Incorrect Login' and 'More Info' links.

 VIP Authorized Inspector Exam VIP Authorized Inspector Exam Online	 Apply for Authorized Inspector Certification Complete and submit an application to become a certified Authorized Inspector. Online
Incorrect Login More Info	Incorrect Login More Info
 Link BC Services Card Link your BC Services Card to your portal profile. Online	 Link Business BCeID Link your Business BCeID to your portal profile. Online
 Link Personal BCeID Link your Personal BCeID to your portal profile. Online	 NSC Application Online
 NSC Knowledge Test Test your knowledge of the regulations and best practices related to B.C.'s National Safety Code program. Online	 Register as an Authorized Inspector Connect your existing Authorized Inspector # with your Personal BCeID or BC Services Card. Online
Incorrect Login More Info	
 Register as a Facility Owner/Operator Connect your existing Vehicle Inspection Facilities with your Business BCeID. Online	 Register as a Carrier Connect your existing NSC Safety Certificate # to your Business BCeID. Online
 Register as a Passenger Transportation Licensee Connect your existing PT Licence # with your Business BCeID. Online	 Apply for New Vehicle Inspection Facility Complete and submit an application for a new Designated Inspection Facility or Preventative Maintenance Facility. Online

Step 5: Start facility licence application

On the first screen select the application type (**Designated Inspection Facility** or **Preventative Maintenance Facility**) and click **Start**

Dashboard My Services

Application for an Inspection Facility

Private and Commercial Vehicle Inspections are performed at facilities that are licensed through CVSE as Designated Inspection Facilities (DIP) or Preventative Maintenance Facilities (PMF). Preventative Maintenance Facilities may only conduct inspections on their own vehicle fleet. Designated Inspection Facilities inspect public vehicles which are required to have inspections under the Motor Vehicle Act.

For further information, see booklets 3 and 4, available on the CVSE website.

Please tell us what you would like to do

- Start a new application for a Designated Inspection Facility
- Start a new application for a Preventative Maintenance Facility

Return to the Dashboard Start

The next screen will confirm that you are starting an application for the correct organization. Please hit **'I Accept'** to continue

Dashboard My Services

Before you Start

Ken Ronald Billet, you are about to start this application on behalf of the following organization:

Organization Name:	TITAN MOTORS INC.
Organization Type:	Incorporated or Limited Company
Incorporation Number:	0886261
Business Number:	994925303
Incorporated In BC:	Yes

If this is NOT the correct legal entity, you must now log out and log in again with a Business BCeID that belongs to the correct legal entity.

Return to the Dashboard I Accept

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Step 6: Enter Facility Information

On the Facility Information screen enter in:

- Facility Name
- Email address
- Default Business Phone #
- Alternate Business Phone #
- Facility Physical Address
- Facility Mailing Address

Click [Save & Continue](#)

- Facility Information
- Request Licence Auth.
- Managers/Operators
- Authorized Inspectors
- Documents
- Declaration
- Documents
- Payment
- Confirmation

Facility Information

TITAN MOTORS INC. is the Legal Organization that owns this facility.

If you wish to open a facility under a different Legal Entity than shown above, cancel this application, log out of Vehicle Safety BC and log in again with a Business BCeID that belongs to the correct Legal Entity.

Facility Name

Same as Legal Organization Name

TITAN MOTORS INC.

Email Address to which all email will be sent

Please provide an email address that will be monitored on an ongoing basis.

ptm.inbox@gov.bc.ca

Default Business Phone Number

This phone number may be publicly accessible.
We recommend you don't provide a private phone number.

2505551212

Alternate Business Phone Number (Optional)

This phone number may be publicly accessible.
We recommend you don't provide a private phone number.

Facility Physical Address

Address 1

940 Blanshard St.

Address 2 (Optional)

Address 3 (Optional)

City

Victoria

Province

British Columbia

Postal Code

V8V2C1

Facility Mailing Address

Same as Facility Physical Address

New Address

[Cancel Application](#)

[Save & Continue](#)

Step 7: Request licence Authorization

On the Request licence Authorization screen, enter in:

- Vehicle Classes to Inspect
- licence endorsements required
- How many bays to operate

Click [Save & Continue](#)

Request Licence Authorizations

For your DIF new facility:

What vehicle classes are you planning to inspect?

- Class 1 - Light Vehicle with LGVW 5500 kg or less
- Class 2 - Heavy Vehicle with LGVW 5501 kg or more
- Class 3 - Trailer and Semi-Trailer
- Class 4 - Bus
- Class 5 - School Bus
- Class 6 - Motorcycle

What licence endorsements will you require? (Optional)

- Air Brakes
- Pressure Fuel
- New to BC
- Salvage Vehicle

How many bays are you planning to operate?

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[Cancel Application](#)

[Save & Continue](#)

Step 8: Facility Managers / Operators

On the Facility Managers / Operators screen, enter in:

- The Manager / Operator Surname, Given Name(s), Driver licence Number
- Select Jurisdiction
- Indicate completion of Facility Operator Course (if applicable) and previous experience as a Facility Managers / Operator in BC (if applicable).
- Enter in Facility Operator Certificate number (if completion of Facility Operator Course)

Click [Save & Continue](#)

Facility Manager/Operator

Surname

BILLET

Given Name 1

KEN

Given Name 2 (Optional)

Given Name 3 (Optional)

Drivers Licence Number (Optional)

Jurisdiction

British Columbia

In order to be a Facility Manager, we require that this person either has previously managed a Facility OR has completed successfully the FO Course.

Completed the Facility Operator Course

Previous work experience as a Facility Manager/Operator in BC

Enter the Facility Operator Certificate number below.

123456

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Cancel Application

Save & Continue

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Step 9: Authorized Inspectors

On the Authorized Inspectors screen, click on **Add an Inspector** to add in inspectors

Authorized Inspectors

Please provide the full legal name and valid Inspector Number for each Authorized Inspector working at this facility.

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.

Name	Inspector Number
No matching records found	

Add an Inspector

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Cancel Application

Save & Continue

Add an Inspector

Surname

NICHOLSON

Given Name 1

JACK

Given Name 2 (Optional)

Given Name 3 (Optional)

Inspector Number

300003

Cancel

Save

Enter in the Inspector information in the **'Add an Inspector'** screen and hit **Save**

Authorized Inspectors

Please provide the full legal name and valid Inspector Number for each Authorized Inspector working at this facility.

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.

Name	Inspector Number	
NICHOLSON, JACK	300003	Edit Remove

Add an Inspector

← Previous Page

Cancel Application

Save & Continue

Once you have added in Authorized Inspectors, Click **Save & Continue**

Step 10: Documents

On the Documents screen, upload the following documents:

- Facility Owner Certificate
- ICBC Garage Vehicle Certificate
- Business licence (note: if the facility is located in an unincorporated area and does not require a business licence – please select it in the area below business licence)

Supporting Documentation

Please upload a copy of each document listed below

Document Required		Document(s) Uploaded	
Facility Operator Certificate ?	<input type="button" value="Upload"/>	Inspection 2022VIPV100...	<input type="button" value="Remove"/>
ICBC Garage Vehicle Certificate ?	<input type="button" value="Upload"/>	Inspection 2022VIPV100...	<input type="button" value="Remove"/>
Business Licence ?	<input type="button" value="Upload"/>		
<input type="checkbox"/>	The facility is located in an unincorporated area and does not require a business licence.		

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Once you have added in documents, Click [Save & Continue](#)

Step 11: Declaration

On the Declaration screen, select all the appropriate fields and click **Declare and Continue**.

Declaration

THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by **TITAN MOTORS 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.

Please indicate your Full Name and Role below to confirm your signing authority.

I, **KEN BILLET, FACILITY OWNER/OPERATOR**, declare that I have full signing authority to complete this application and sign this declaration on behalf of **TITAN MOTORS INC.**.

Declaration

- I will ensure that Authorized Inspectors are the only persons who inspect vehicles at this facility.
- I will ensure that the facility is equipped with all required proper tools, appliances, devices, manuals and documents, as required by the standards and has available on the premises an up to date copy of the Vehicle Inspection Manual and the most publicly available copy of Division 25 of the Motor Vehicle Act Regulations.
- I will keep all proper records of each inspection carried out at this facility for a period not less than 18 months after an inspection.
- I will ensure that each Authorized Inspector at this facility conducts his or her inspection in accordance with the standards and complies with Motor Vehicle Act Regulation section 25.13.
- I understand the duties and responsibilities defined in the Motor Vehicle Act Regulation Division 25 regarding the requirements and expectations as a Facility Operator.
- I acknowledge that violations of regulatory provisions may result in suspension or cancellation of my facility designation and/or fines.

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



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

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[Cancel Application](#)

[Declare & Continue](#)

Step 12: Payment

On the Payment screen, click **Pay and Submit**.

Payment

To complete the application and make online payment of \$200.00, please proceed to pay and submit your application online. You will receive a notification 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 778-974-3458

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Cancel Application

Pay & Submit



Help

At the Internet Payments Program screen enter in the appropriate information and hit **Pay Now**

Internet Payments Program

Credit Card Payment

Payment Information

Invoice/Order Number: VTP1000008
Amount: 200.00 CAD
Card Type:
Card Number:
Expiration Date:
Card CVD: [View Exp?](#)

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Your **personal** information is collected by the Province of British Columbia in accordance with the Freedom of Information and Protection of Privacy Act, Section 26 (a) and 26 (c) for the purpose of payment processing for goods and/or services provided by the Province of British Columbia. If you have questions regarding the collection or treatment of your personal information, please contact the Ministry of Finance Director of Information Security and Privacy, Ministry of Finance, Corporate Services Division, PO Box 9415, STN PROV GOV1 Victoria BC V8W 9V1

Please note: The above address will not address your purchase related inquiries.

Step 13: Confirmation

If the payment was successful, you will arrive at the submission confirmation page where you can

- View/print your Application
- View/print your Receipt

Submission Successful

Your payment was successfully processed and your application was submitted.



Please Note:

You will be notified when the application has been reviewed and a decision has been made.

[View/Print Application](#)

Application Number:	2022VIPNA000006	Application Type:	DIF New Application
Facility Name:	TITAN MOTORS INC.	Application Status:	Submitted
Transaction Date/Time:	2022-Feb-16	Transaction ID:	10000044
Payment Status:	Complete	Card Type:	Visa
Payment Amount:	\$200.00	Invoice Number:	VTP1000006

[View/Print Receipt](#)

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

How to Contact CVSE

By Email: vehicle.inspections@gov.bc.ca

By Phone: xxx-xxx-xxxx

[Go back to Dashboard](#)

Congratulations, you have now submitted a new facility licence application.