

# Vehicle Safety BC Portal User Guide

## Submitting an Authorized Inspector Certificate Renewal Application

This guide is meant to support users in Submitting an Authorized Inspector Certificate Renewal Application in the Vehicle Safety BC Portal



To get started please make sure you have your:

- **Personal 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.

# Vehicle Safety BC Portal User Guide

## Submitting an Authorized Inspector Certificate Renewal Application

### Step 1: Access the Portal

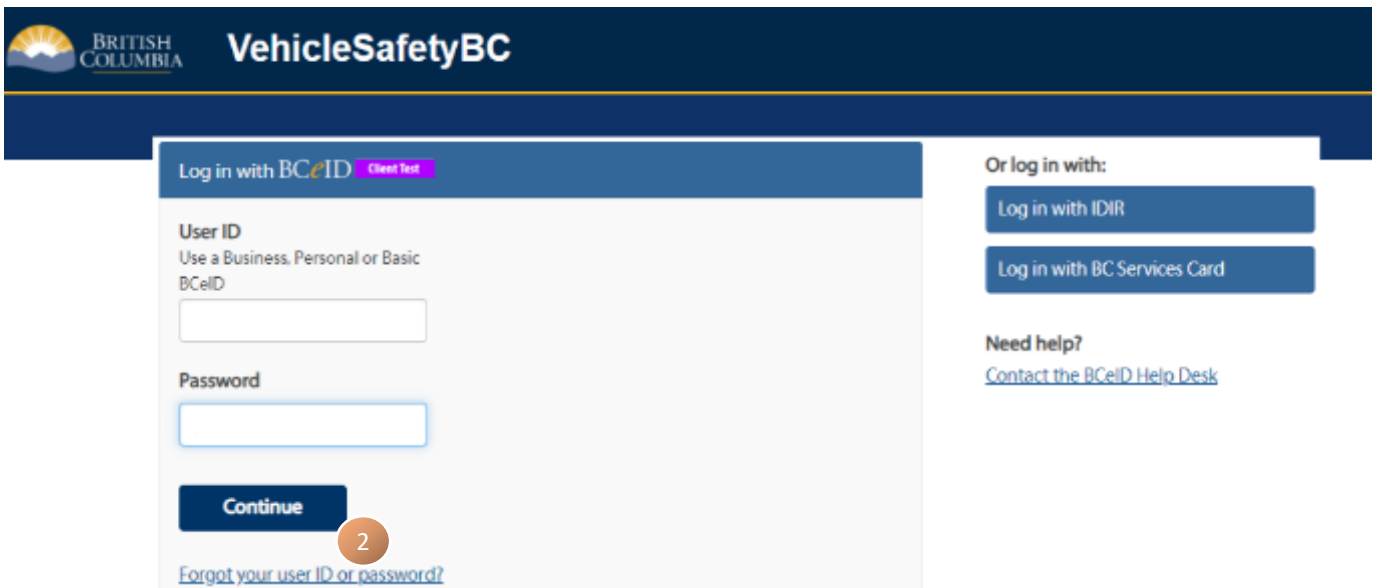
To get started, go to: <https://vehiclesafetybc.gov.bc.ca/>



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**



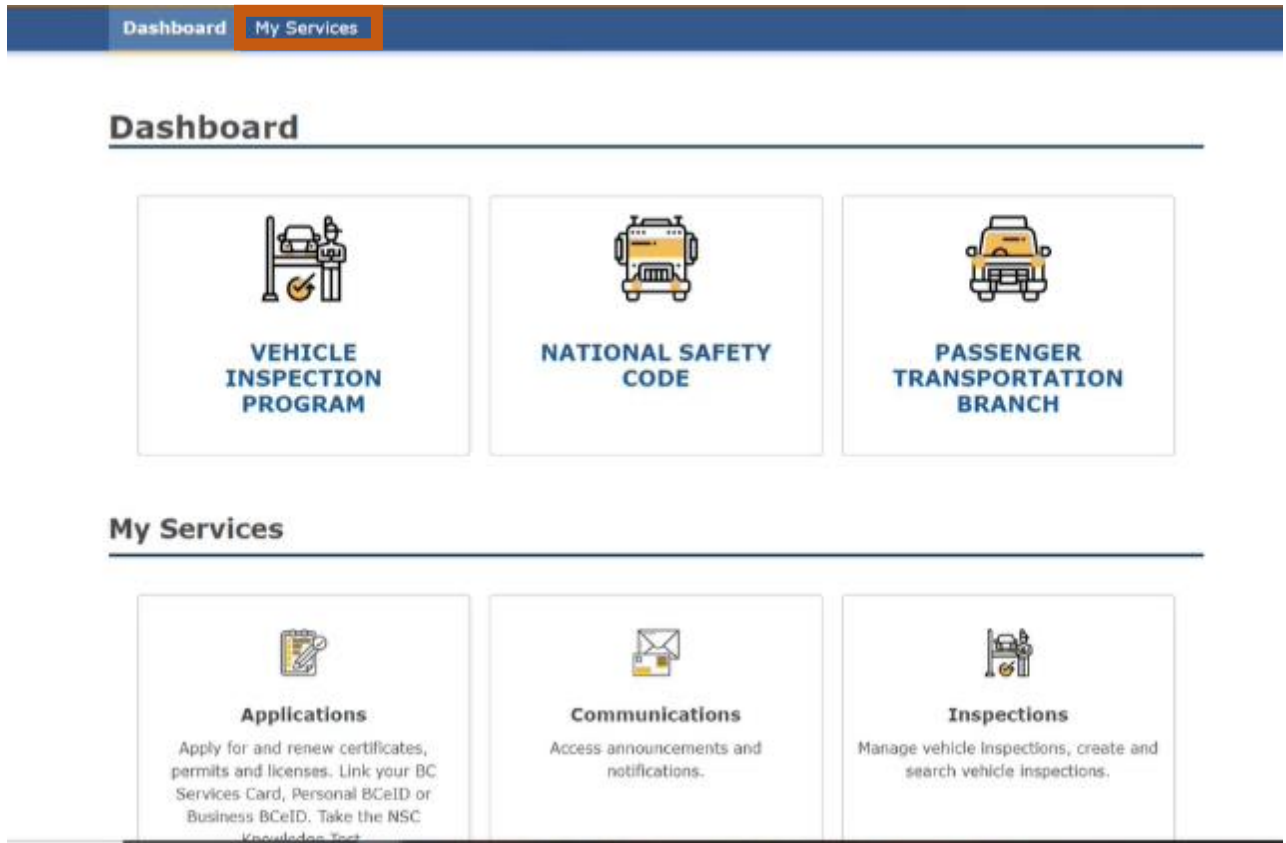
Click on **Continue**

# Vehicle Safety BC Portal User Guide

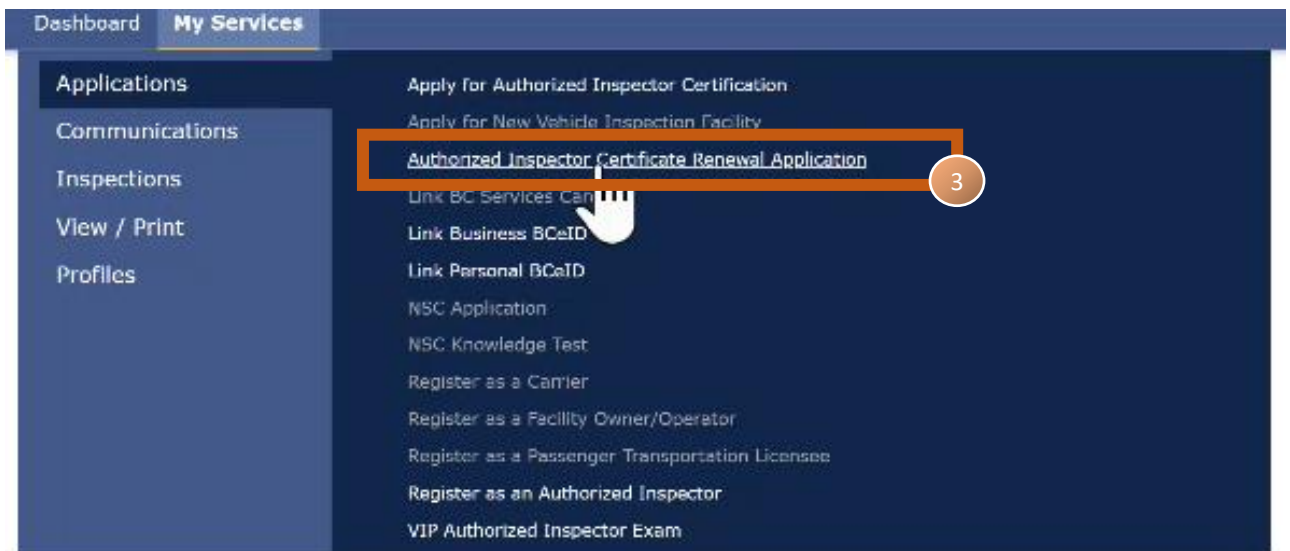
## Submitting an Authorized Inspector Certificate Renewal Application

### Step 3: Access Authorized Inspector Certificate Renewal Application

You will arrive at the Vehicle Safety BC Portal.



Click on **My Services** at the top banner, then **Applications** and select **Authorized Inspector Certificate Renewal Application**.



## Step 4: Create Draft

In this section of the [Submitting an Authorized Inspector Certificate Renewal Application](#) screen, it will confirm that the renewal application is for the right person.

Click [Start](#).



### Step 5: Begin Application

The next screen will outline requirements for application. Click **Start** when you have read through everything.

## Authorized Inspector Certificate Renewal Application

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 Certificate

- Renewal applications must be submitted every 2 years and are subject to assessment and review by CVSE.
- 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 must be submitted as an electronic attachment.



**Please Note:**

**Authorized Inspector Certificate Renewal Applications are subject to assessment and review by CVSE and are not automatic or guaranteed to be approved for licensing.**

### Important Information

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 certificate; and
- List of Facilities where you work.

**Your Renewal Request Must Include:**

- Renewal Application Fee
- Agreement to Authorized Inspector Terms and Conditions
- Supporting documents as required based on information provided

### 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, Debit MasterCard or Debit Visa). 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 778-974-5458 or by email at [vehicle.inspections@gov.bc.ca](mailto: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 778-974-5458.

[Return to the Dashboard](#)

[Start](#)

5

## Step 6: Inspector Details

In this section, it will outline the Authorized Inspector details. Please make any edits if required and once the information is all up-to-date, hit **Save & Continue**.

- Inspector Details
- Qualif. & Endors.
- Facilities
- Supporting Documents
- Declaration
- Pay & Submit
- Confirmation

### Inspector Details

---

Please review your information below and update if necessary.

#### Inspector Details [Edit](#)

Please Note: For any changes to the Inspector Name, Certificate Number or Date of Birth please contact the VIP Branch directly.

Inspector Name:	NICHOLSON, JACK
Driver Licence:	
Certificate Number:	300003
Date of Birth:	1999-Feb-01
Certificate Status:	Active
Certificate Expiry Date:	2022-Feb-01

#### Inspector Address [Edit](#)

120 DRURY LANE  
Victoria, British Columbia  
V8W 9E7  
Canada



#### Inspector Contact Details [Edit](#)

Email Address:	ptrn.inbox@gov.bc.ca
Phone Number:	(250) 555-1212
Alternate Phone Number:	

Cancel Application

Save & Continue

6



## Step 7: Qualifications and Endorsements

This screen will outline the qualifications and endorsements. Add any additional qualifications, certificates, vehicle classes and endorsements. Once the information is all up-to-date, hit **Save & Continue**.

- Inspector Details
- Qualif. & Endors.**
- Facilities
- Supporting Documents
- Declaration
- Pay & Submit
- Confirmation

### **Inspector Qualifications and Endorsements**

---

Please review your information below and update if necessary.

#### **Inspector Qualifications and Certification**

Qualification	Qualification #	Jurisdiction	Date Issued	Expiry Date
---------------	-----------------	--------------	-------------	-------------

No Qualification

**Add Qualification**

Certification	Certification #	Date Completed
---------------	-----------------	----------------

No Certification

**Add Certification**

#### **Inspector Vehicle Classes and Endorsements**

##### **Licensed Vehicle Classes**

---

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

##### **Licensed Endorsements**

---

Air Brakes

Pressure Fuel

Large Vehicle

**Add Vehicle Classes and Endorsements**

[← Previous Page](#)

**Cancel Application**

**Save & Continue**

7

## Step 8: Facilities

In this section, it will outline associated facilities (if any). Ensure all information is all up-to-date and hit **Save & Continue**.

- Inspector Details
- Qualif. & Endors.
- Facilities**
- Supporting Documents
- Declaration
- Pay & Submit
- Confirmation

### Facilities

---

#### Associated Facilities

Please note: If a Facility you are currently working at is not listed, please contact the facility manager

Facility Name	Facility Number	Work Start Date	Work End Date
TITAN MOTORS INC.	S20060	2022-Feb-16	<a href="#">✕End Association</a>

---

[← Previous Page](#)

**Cancel Application**

**Save & Continue**

8



### Step 9: Supporting Documents

Upload any relevant documentation for renewal and click **Save & Continue** when finished.

- Inspector Details
- Qualif. & Endors.
- Facilities
- Supporting Documents**
- Declaration
- Pay & Submit
- Confirmation

## Supporting Documents

Please upload a copy of each document listed below

Document Required		Document(s) Uploaded	
Pressure Fuel Endorsement ⓘ	<input type="button" value="Upload"/>	Inspection_2022VIPV100...	<input type="button" value="Remove"/>

[← Previous Page](#)

9

## Step 10: Declaration

At this screen, please check off all declaration items and click **Declare & Continue** when finished.

- Inspector Details
- Qualif. & Endors.
- Facilities
- Supporting Documents
- Declaration**
- Pay & Submit
- Confirmation

## Declarations

### THIS DECLARATION APPLIES TO ALL APPLICANTS

This declaration is made in support of an application by NICHOLSON, JACK with inspector number 300003 to the Province of British Columbia for certification as an Authorized Inspector.

This application must be submitted by the individual whose name will appear on the Authorized Inspector Certificate.

### Declaration

- I understand that I am solely responsible for any vehicle inspection reports submitted using my personal BCeID or BC Services Card and Authorized Inspector number.
- I must after every inspection complete the inspection report in the form and manner required by the director and containing particulars established by the director.
- I must provide an inspection report to the operator of the vehicle and to the Facility Operator for the record of the designated inspection facility.
- I will ensure that all inspections performed by me are in compliance with the current Vehicle Inspection Manual (Standards of Safety and Repair Regulation).
- I understand all duties and responsibilities defined in the Motor Vehicle Act Regulation (MVAR) Division 25 regarding all requirements and expectations as an Authorized Inspector.
- I acknowledge that violations of regulatory provisions may result in suspension or cancellation of my certification and/or fines.

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 certificate will be renewed.



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

[← Previous Page](#)

[Cancel Application](#)

[Declare & Continue](#) 10

## Step 11: Pay and Submit

In this section, please begin payment by clicking the **Pay & Submit** button

- Inspector Details
- Qualif. & Endors.
- Facilities
- Supporting Documents
- Declaration
- Pay & Submit**
- Confirmation

### Payment

To complete the application and make online payment of \$20.00, 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 778-974-5458.

[← Previous Page](#)

Cancel Application

Pay & Submit **11**

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



Help ?

### Internet Payments Program

Account CVIPTSTSB1 is in test mode

#### Payment Information

Invoice Order Number: VIP100006

Amount: \$20.00 CAD

Card Type:

Card Number:

Expiration Date:

Card CVV:

Cancel Pay Now

COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

Your personal information is collected by the Province of British Columbia in accordance with the Provision 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, 515 PROV STN VICTORIA BC V8W 9V1

## Step 11: Submission 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

- Inspector Details
- Qualif. & Endors.
- Facilities
- Supporting Documents
- Declaration
- Pay & Submit
- Confirmation**

## 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](#)

<b>Application Number:</b>	2022VIPRA000002	<b>Application Type:</b>	AI Renewal Application
<b>Authorized Inspector Name:</b>	NICHOLSON, JACK	<b>Application Status:</b>	Submitted
<b>Transaction Date/Time:</b>	2022-Feb-16 02:00 PM	<b>Transaction ID:</b>	10000045
<b>Payment Status:</b>	Complete	<b>Card Type:</b>	Visa
<b>Payment Amount:</b>	\$20.00	<b>Invoice Number:</b>	VIP1000007

[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](mailto:vehicle.inspections@gov.bc.ca)  
**By Phone:** xxx-xxx-xxxx

[Go back to Dashboard](#)

**Congratulations, you have now submitted an Authorized  
Inspector Certificate Renewal Application**