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**ATTENTION: Official Inspection Stations, Quality Assurance Officers,
 and Pennsylvania State Police**

BI21-03

Vehicle Inspection Division Bulletin

September 2021

TOPICS IN THIS BULLETIN: **New Campaign Inspection Stickers**
 Online Inspection Sticker Orders
 Ordering Inspection Stickers by Mail
 Emissions Inspection Sticker Serial Numbers

New Campaign Inspection Stickers are available October 1, 2021

Between now and October 1, you should be careful not to order more inspection stickers than necessary to perform annual inspections through December 31, 2021, and semi-annual inspections through June 30, 2022. Please manage your sticker inventory to assure you have sufficient 2021-22 inventory to last through December 2021 or until you receive your 2022-23 stickers.

2022-23 stickers may be used simultaneously with the 2021-22 stickers. 2021-22 stickers may be used for inspections on vehicles with expiry dates up to December 2021. 2022-23 stickers are needed by November 1st for vehicles with a January 2022 expiry. Once you begin to use the new 2022-23 stickers, a separate MV-431 or MV-480 must be started.

Please be aware that if your payment is made with a check returned for insufficient funds, your inspection privileges are subject to suspension in accordance with the schedule of penalties found in Section 175.51 of the Vehicle Equipment and Inspection Regulations.

Sticker order volumes are extremely high in October. Please plan your inventory to allow up to 14 business days for delivery of your inspection sticker orders.

ONLINE INSPECTION STICKER ORDERS

Online ordering of **2022-23 safety or emissions inspection stickers begins October 1, 2021.**

Please do not attempt to place online orders for 2022-23 safety or emissions inspection stickers prior to October 1, 2021. All orders processed prior to October 1, 2021, will receive 2021-22 safety and emissions inspection stickers.

ORDERING INSPECTION STICKERS BY MAIL

For stations that wish to continue ordering through the mail, you may place your mail-in orders now for 2022-23 safety or emissions inspection stickers. **If you wish to order 2022-23 safety or emissions inspection stickers, please write 2022-23 in large numbers across the top left of your MV-436A Inspection Sticker and Insert Order Form.** Unless you indicate **2022-23** at the top left of the form, your order will be processed for 2021-22 stickers. MV-436A forms marked 2022-23 will not be processed before October 1, 2021.

Instructions for Ordering Stickers Online for the First Time

If you wish to order safety or emissions inspection stickers online, but have not yet registered to do so, please see the following instructions. The vehicle inspection system allows for voluntary participation by stations to order stickers and inserts online and pay by using a credit or debit card. Access process instructions are below.

- The station owner will need to log into www.inspections.penndot.gov to begin the registration process.
- The first screen that will appear is a **Sign-in Page** with an option to register. Select **REGISTER**.
- The next page will ask, "What Type of User Are You?" Select **BUSINESS PARTNER**.
- The **Business Partner Registration: Organization Identification** page will appear. As you are not currently registered on the on-line inspection system, you are required to register the station.
- As a new user, you will need to provide your organization's information to get started. Follow the prompts to enter your organization's name (Station Name), Federal Employer Identification Number (FEIN), the City and Zip Code of where your station is located. Select the **NEXT** button and continue to answer the appropriate questions in the **User Profile Information** and **Access Selection**. Under the *Organization Role Selection*, you can select yourself or you can choose to delegate access to another person. Your justification is to "access the Inspections Application". Once completed, select **FINISH**. Your request will officially be submitted.

Once approved, you will receive an email notification acknowledging your participation and will be provided a temporary password, valid for only 24 hours. Check your email daily for your notification, which is sent Monday through Friday during normal office hours. You will use the login ID and temporary password for your initial access. If you have any questions, please contact the Vehicle Inspection Division at (717) 787-2895.

REMINDER: WHEN ORDERING STICKERS, STICKERS ARE ORDERED BY SHEETS, NOT BY INDIVIDUAL STICKERS. EACH SHEET CONTAINS 10 STICKERS. PLEASE REVIEW YOUR ORDER BEFORE SUBMITTING TO ENSURE THE ORDER IS CORRECT. FOR EXAMPLE, 4 SHEETS OF EMISSION STICKERS EQUALS 40 STICKERS. YOUR ORDER MAY BE REJECTED FOR EXCESSIVE QUANTITIES.

EMISSIONS INSPECTION STICKER SERIAL NUMBERS

Please note that the Annual Emissions Inspection Sticker serial numbers have a prefix of IM for the 2022-23 campaign instead of the prefix EM that was used in the 2021-22 campaign.

Copies of previous Safety Bulletins are available to view online at <https://www.dmv.pa.gov/VEHICLE-SERVICES/Inspection-Information/Safety-Inspection-Program/All-Station-Owner-and-Mechanic/Pages/Safety-Inspection-Bulletins.aspx>.

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