



What's New at Vehicle Inspections?

This bulletin is a follow up to our Bulletin Update No. 1 regarding CVSE Electronic Automated (e-form) vehicle inspection.

This document begins the procedures necessary to create a BCeID user id and password which is the first step towards using the CVSE e-form. The program is scheduled to go live this fall. A pilot program is currently in progress to ensure the process is working properly prior to the province wide roll out.

Please complete the following procedure by September 15, 2005 (**EXTENDED to October 30, 2005**). You will then receive mailed instructions outlining further steps required to create a BCeID. The instructions will include a confidential activation code (PIN) that will only be valid for 20 days. With your secure BCeID user-id and password you will be able to log on to our on-line site and enter vehicle inspection reports on-line.

WHAT EQUIPMENT DO I NEED?

To participate in using the CVSE e-form, you will require a computer that has internet capability and a laser or inkjet printer (dot matrix printers will not work for the application).

I DON'T WANT TO DO INSPECTIONS ON-LINE

Facilities that do not want to participate at this time may apply to use CVSE e-forms at a later date. Currently, it is not mandatory to do inspections on-line. If you choose not to use the e-form, you must use the card and plate imprinter.

I WANT TO DO INSPECTIONS ON-LINE

If your inspection facility intends to complete vehicle inspections on-line, please send an email to CVSE at Chandra.Morrison@gov.bc.ca with the information requested on the next page. Your facility must have a current facility license. If your facility license is due to expire, please ensure that it is renewed on time.

Requests with information missing or incorrect will not be processed. It is essential to insure security; therefore information pertaining to individual facilities is required.

Once your email is received and the information is verified, you will receive a return email with a "secret code" that will be required, along with the PIN that will be mailed to you, to gain access to BCeID. The "secret code" will be issued only once, please ensure it is kept in a secure location.

THE FOLLOWING MUST BE INCLUDED IN THE EMAIL REQUEST:

- A request to use CVSE e-forms
- Requestor first and last names (a company principal that is named on the renewal or new application)
- Requester email address
- Requester telephone number and fax number
- The following as stated on the current facility licence:
 - Facility number as it appears at the top
 - Facility name as it appears after the word “by:”
 - All endorsements exactly as they appear
(e.g. Motor vehicles having a licensed GVW of 5 500 kg or less and equipped without air brakes and with a pressure fuel system)
 - Any restrictions as they appear
 - The expiry date
 - The date issued
- Does your facility currently have a BCeID? YES NO I DON'T KNOW

MY FACILITY HAS SATELLITE SHOPS

Please DO NOT request CVSA e-forms for “satellite” shops. CVSE e-forms will only be granted to unique facility numbers only. If your facility does have satellite shops, you will be able to add them to your BCeID so that they may use CVSE e-forms. This procedure will be explained in the document that will be mailed to the requesting facilities in August.

MY FACILITY HAS MORE THAN ONE FACILITY NUMBER

In some cases a facility may have one facility number to do inspections and another facility number as a manufacturer or preventative maintenance program. If your facility has more than one unique facility number, you will need to send a request for each one separately.

WHAT IS A UNIQUE FACILITY NUMBER?

A unique facility number is the first five digits of your facility (e.g. S3652). It does not include any plate extension numbers (e.g. 004, 005, etc.).