

# Safety Inspector Certification Instructions

## **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING APPLICATION**

The Department of State Police will administer the written examination for the original certification of Class "A" Unlimited Safety Inspector, Class "B" Trailer, and Class "C" Motorcycle Inspector Licenses.

Test Preparation: Prepare for the written examination by studying all inspection related rules and regulations. To assist in preparation, you may purchase an Official Motor Vehicle Safety Inspection Manual for \$20.00 (personal checks are not accepted).

**Please ensure you take all application materials to the test site with you.**

To purchase a manual, mail your request and payment to:

Department of State Police  
Attn: Safety Division- MVIP Manual  
P. O. Box 27472  
Richmond, VA 23261-7472

The following will be necessary before reporting for testing:

1. **Safety Inspector Certification Application (SP-170-B)**: Applicants must complete all applicable sections. Any false or misleading information provided may result in the immediate rejection of the application.
2. **Authorization for Release of Information (Form SP-170-D)**: Applicant must sign the completed form in the presence of a valid Notary Public. Your application will be returned if Form SP-170-D is not notarized.
3. **Criminal History Record Request (Form SP-167)**: Applicants must create a criminal history record request online at the Virginia State Police website. Form SP-167 can be accessed by entering the following address into your internet search browser:

**<https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html>**

**[DO NOT USE "NotaryCam" OPTION WHEN COMPLETING]**

- After printing out the completed Criminal History Record Request, the applicant must sign Section 1 (Affidavit for Release of Information) in the presence of a valid Notary Public. Section 2 (Signature of Person Making Request) ***must be left blank*** by both the applicant and the Notary Public.
- If you experience problems completing the Criminal History Record Request, please contact the Help Desk at (804) 674-2131 during regular business hours.
- Bring your \$15.00 payment (personal checks are not accepted), to the testing site to provide to the trooper. Do not mail form SP-167, as it must be presented at the time of testing.

4. **Safety Inspector Applicant Worksheet:** Applicants must provide personal references (not immediate family) and mechanical references (customers, co-workers or supervisors). Applicants must provide names, addresses *and* phone numbers.

If any omitted information cannot be completed at the testing site, the test results will be voided and you will be required to return at a later date with the necessary documentation to be retested. **This will include improperly completed forms.**

If you successfully pass the written examination, your Safety Inspector Certification Application and Criminal History Record Request will be forwarded to the Department of State Police Safety Division Headquarters for processing.

If you fail the written examination, your Safety Inspector Certification Application and Criminal History Record Request, along with payment, will be returned to you at that time. You may retake the exam no sooner than thirty (30) days. Applicants failing a second written examination will not be allowed to test again for six (6) months.

If the recommendation for certification is favorable, following the investigation, you must successfully complete a practical examination prior to being certified as a safety inspector.

If you have any questions, please contact your local Safety Division Area Office;

Area 61 Richmond.....(804)743–2217  
Area 62 Culpeper.....(540)829–7414  
Area 63 Appomattox.....(434)946–7676  
Area 64 Wytheville.....(276)228–6220  
Area 65 Chesapeake.....(757)925–2432  
Area 66 Salem.....(540)387–5437  
Area 67 Fairfax.....(703)803–2622

or the Safety Division Headquarters at (804)278–5305.