

# **Safety Inspector Certification Instructions**

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.

The following will be necessary before reporting for testing:

- **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). 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

- **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.
- **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.
- **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>
- If you experience problems completing the request, please contact the Help Desk at (804) 674-2131 during regular business hours. Upon completion, print a copy and bring it to the testing location, along with your \$15.00 payment (personal checks are not accepted), to provide to the trooper. The form must be notarized. Do not mail form SP-167, as it must be presented at the time of testing.

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.

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, or the Safety Division Headquarters at (804) 278 - 5307.