



Date	_____
Tracking Number	_____

MOTOR VEHICLE INSPECTOR APPLICATION

NEW/RENEWAL

GENERAL EXPECTATIONS

The authorized mechanic inspector shall:

- Always properly and thoroughly conduct an official inspection of vehicles presented for that purposes;
- Only affix inspection certificates to an approved vehicle. By doing this, he is placing an certificate of safety on the vehicle, indicating it is safe for operation on the highway;
- Be sure that no life may be jeopardized by his error, carelessness or indifference;
- Owe a duty to his employer, who has pledged to assist in safeguarding the lives of motorists, to ensure against the operation of unsafe vehicles;
- Inform the owner/operator of the actual condition of his vehicle after completion of an inspection;
- Verify that all equipment is of an approved type and is properly adjusted as prescribed . Evaporative system test equipment must be properly calibrated as recommended by the manufacturer;
- Perform each inspection with the understanding that he assumes full responsibility for the quality of the inspection when he signs the inspection certificate and places his name on the station's weekly log report.
- Always remember that he has been authorized to inspect vehicles because he has demonstrated the knowledge to act as an agent of the City of New Orleans when inspecting vehicles;
- Abide by the inspection laws, rules, regulations and/or procedures . Failure to do so by an authorized mechanic inspector may result in the permanent revocation of his inspection privileges and may subject him to criminal prosecution;
- If changing employment from one inspection station to another, the mechanic inspector shall notify the MVIB before performing any inspections at the new location. Failure to obtain certification at the new location may result in revocation of the inspector's license; and
- Determine whether the vehicle being presented for inspection should be inspected under the normal inspection procedures, school bus regulations or commercial criteria. The inspector shall not examine a vehicle he is not certified to inspect.
- All Inspectors are required to follow the City of New Orleans Department of Safety and Permits Motor Vehicle Inspection Bureau fee schedule for vehicle inspections.

CRITERIA FOR APPROVAL

- Be at least 18 years of age;
- Not have a felony conviction for related offenses within five years of application;
- Be able to complete MVI certificates and reports accurately and legibly;
- Possess a valid Louisiana driver's license and provide a current Motor Vehicle Record (MVR) at the time of application and every two years based on application date. T
- Shall successfully complete a training program conducted by:
 - BRCC/LA TECHNICAL COLLEGE (WEST BATON ROUGE) 3233 Rosedale Road, Port Allen, LA 70767
 - LA TECHNICAL COLLEGE (WINNFIELD) HUEY P. LONG CAMPUS 5960 Hwy 167 North, Winnfield, LA 71483
 - LA TECHNICAL COLLEGE (THIBODAUXX) 1425 Tiger Drive, Thibodaux, LA 70301

This training shall include all aspects of the Motor Vehicles Inspection program. Mechanic inspectors employed by stations approved to inspect school buses and commercial vehicles shall also be properly trained in those areas prior to being licensed. Upon completion of the training program, the designated training facility will issue a license certifying the mechanic, authorizing him to conduct inspections at a particular location. A copy of the inspector's license must be submitted to the MVIB to complete the approval process of the mechanic as a mechanic inspector. The license must be produced upon request by any law enforcement officer or MVIB employee. This license is the responsibility of the mechanic inspector . If, for any reason, the license cannot be produced, the mechanic inspector may be required to attend the motor vehicle inspection training school to be re-licensed.



Taxicab and For Hire
Vehicle Bureau License



Date	_____
Tracking Number	_____

MOTOR VEHICLE INSPECTOR APPLICATION

NEW/RENEWAL

REQUIRED ATTACHMENTS TO APPLICATION

1. Valid Louisiana Driver's License for each operator of the business.
2. Current Motor Vehicle Record (MVR) at the time of application and every two years based on application date.
The driver's license shall not be subject to any order of suspension, revocation or cancellation or any other order or action which prevents the issuance of a duplicate or renewed operator's license. An out of state applicant or those on active military duty shall furnish a valid driver's license from their resident state along with a current copy of their driving record. The suspension, revocation, or cancellation of a mechanic inspector's operator's license shall be grounds to suspend his authority to inspect vehicles. A mechanic inspector shall notify the City of New Orleans Department of Safety and Permits Motor Vehicle Inspection Bureau immediately of such suspension, revocation, or cancellation of his operator's licenses.
3. Certification as a motor vehicle inspector from from one of the following training programs:
 - BRCC/LA TECHNICAL COLLEGE (WEST BATON ROUGE) 3233 Rosedale Road, Port Allen, LA 70767
 - LA TECHNICAL COLLEGE (WINNFIELD) HUEY P. LONG CAMPUS 5960 Hwy 167 North, Winnfield, LA 71483
 - LA TECHNICAL COLLEGE (THIBODAUX) 1425 Tiger Drive, Thibodaux, LA 70301
4. Non-refundable application fee of \$5, payable to the City of New Orleans.

APPLICANT INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Employer Name _____

Employer Address _____

ACKNOWLEDGEMENT

I understand that my license is subject to cancellation, suspension or revocation for failure to fully comply with the rules and regulations set forth by the Department of Safety & Permits Motor Vehicle Inspection Bureau, the City Code of New Orleans and Louisiana State Law.

I hereby certify that all information in the application is true and correct.

Applicant Signature _____ Date _____