

## HOW TO OBTAIN A FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE

CHP 361D (Rev. 4-11) OPI 062

---

---

### APPLICATION PROCEDURES

Enclosed is an Application for Fleet Owner Inspection and Maintenance Station License (CHP 361N). Print legibly or use a typewriter to complete all entries as prescribed below.

To obtain an Inspection and Maintenance Station (IMS) License, motor carriers must designate a California terminal and **obtain application approval from the appropriate California Highway Patrol (CHP) Motor Carrier Safety Unit (MCSU)**. **Applications received without this approval will be returned without action.** After completing the application, applicants must make an appointment for a terminal inspection with the appropriate MCSU from the list on the reverse side of these instructions.

Upon completion, including MCSU approval, mail the original application and the \$10.00 fee to:

California Highway Patrol  
Commercial Vehicle Section - IMS Licensing  
P.O. Box 942902  
Sacramento, CA 94298-2902

**DO NOT SEND CASH OR COMBINE WITH ANY OTHER APPLICATION OR FEE.**

---

### APPLICATION LINE ITEM INSTRUCTIONS

**Complete all entries. Incomplete applications will be returned.**

**REASON FOR APPLICATION:** Check the appropriate box(es) corresponding to the reason(s) for submitting the application.

**APPLICANT NAME:** Company name. This name must be the same as the name listed for your California Carrier Identification Number (CA number).

**FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN):** Enter the federal EIN assigned to the company by the Internal Revenue Service. This unique number ensures company records are not duplicated in the departmental database. Individuals with no employees may not have been issued this number; in that case no entry is required. Do not use a Social Security Number.

**OWNERSHIP INFORMATION:** Check the appropriate box corresponding to the ownership type of the applicant. If the applicant is an individual with no federal EIN, a valid driver's license number and the state of issue are required. All requested information is necessary to prevent duplication of database records.

**NAME CHANGE:** If the company previously held a CHP IMS License under a different name, enter that name.

**TELEPHONE NUMBER:** Enter the applicant's phone number, including area code.

**ADDITIONAL NAME THE COMPANY IS DOING BUSINESS AS:** List additional registered, legal names the applicant is doing business as (other than the applicant's name).

**MAIL LICENSE ATTENTION:** If the license is to be mailed to a specific company, individual, or company representative, enter that person's name, otherwise leave blank.

**INSPECTION AND MAINTENANCE STATION ADDRESS, CITY, STATE, and ZIP CODE:** Enter the complete terminal address for the location the vehicles are inspected and maintained.

**MAILING ADDRESS, CITY, STATE, and ZIP CODE:** Enter the complete mailing address where the license is to be sent.

**CALIFORNIA CARRIER IDENTIFICATION NUMBER:** Enter the CA number assigned to the company.

**TERMINAL FILE CODE NUMBER:** Enter the file code number assigned to the terminal location to be licensed.

**CHP IMS LICENSE NUMBER and EXPIRATION DATE:** Enter the current CHP IMS License number and expiration date (renewal only).

**CALIFORNIA CORPORATION NUMBER:** Enter the corporate identification number if incorporated.

**TOTAL VEHICLES OPERATED:** Enter the number of powered and towed vehicles operated and maintained from this station location.

**APPLICANT BACKGROUND:** If the response is "yes" to any of the questions, provide an explanation on the reverse side of the application. Attach an additional sheet of paper if necessary.

All applicants shall enter the date of the last terminal inspection performed at this location and the safety compliance rating assigned by the CHP.

All motor carriers who transport property, other than those excepted in California Vehicle Code (CVC), Section 34601, and shall include their valid Motor Carrier of Property permit expiration date.

Enter the name and title of the superintendent of maintenance and any alternates authorized to certify correction of violations indicated on enforcement documents. Enter the date the individual was authorized by the company to certify violation correction. Ensure the signature of each individual appears in association with the name and title entries.

---

### CERTIFICATION AND APPLICANT'S SIGNATURE:

**AUTHORIZED SIGNATURE:** An authorized corporate officer or authorized representative of the company must sign and date the certification and print or type their name and title.

---

### QUALIFICATIONS FOR LICENSE (Information Only)

Each fleet owner inspection and maintenance station shall be equipped to inspect, service, and repair vehicles and related components and equipment as required by laws and regulations relating to the safe operation of such vehicles.

(Continued on reverse)

Each station shall maintain, readily accessible to the superintendent of maintenance, at least one current copy of the CVC; Title 13, California Code of Regulations (13 CCR), Chapter 2; and if the fleet is engaged in interstate transportation, Title 49 Code of Federal Regulations (49 CFR), Chapter 3, Parts 390 through 397.

Required reference materials (Code Publications, Handbooks and Bulletins) may be maintained in either printed or electronic form.

At least one full-time journeyman truck mechanic, as defined in 13 CCR, Section 615.1, shall be regularly employed in each station.

Systematic inspection and maintenance of vehicles, and records of such inspection and maintenance, shall be in compliance with the provisions of applicable parts of 13 CCR, Sections 1232 and 1234 and, if vehicles are engaged in interstate transportation, the applicable Federal Motor Carrier Safety Regulations (FMCSR).

Each station shall have a demonstrated satisfactory compliance history with the Department.

---

#### STATUTORY AUTHORITY FOR LICENSE

An IMS license is authorized by the laws and regulations of the State of California (Section 2525 CVC). Fleet owners holding an IMS license shall comply with all of the following:

(1) Conduct all installations, adjustments, inspections, and maintenance pursuant to Division 12 CVC (commencing with Section 24000 CVC) and 13 CCR, Division 2.

(2) If engaged in interstate transportation, also conduct inspections and maintenance in accordance with the FMCSR contained in 49 CFR, Chapter 3, Parts 390 through 397.

(3) If operating or maintaining vehicles described in subdivisions (a), (b), (d), (e), (f), or (g), of Section 34500 CVC, **enroll each licensed inspection and maintenance station in the Biennial Inspection of Terminals (BIT) Program** pursuant to subdivision (d) of Section 34501.12 CVC and pay the fee required by subdivision (e) of that section.

Fleet owners may not certify corrections or repairs, except for vehicles in the owner's fleet.

---

#### APPROVAL/QUESTIONS

If you have questions about the licensing requirements, or to schedule an inspection, contact the nearest CHP Motor Carrier Safety Unit from the following list.

Fresno	4771 W. Jacquelyn Ave.	559-445-6992
Los Angeles	437 No. Vermont Ave.	323-644-9557
Redding	2485 Sonoma St.	530-225-2097
Rancho Cordova	P. O. Box 640	916-464-2102
San Bernardino	847 E. Brier Dr.	909-806-2414
San Diego	9330 Farnham St.	858-650-3655
San Louis Obispo	4115 Broad St., B-10	805-549-3261
Vallejo	1551 Benicia Rd.	707-648-4180

If you have questions about the application process or required fee, or if you need additional forms, you may contact the CHP Commercial Vehicle Section at (916) 843-3400.

---

#### PUBLICATIONS SOURCES

CHP publications are available from the Department's Publications Unit at (916) 843-3640.

The complete CVC is available from a local office of the Department of Motor Vehicles.

13 CCR is available from:

Barclays Law Publishers  
Post Office Box 95767  
Chicago, IL 60694-5767  
(800) 888-3600

Copies of 49 CFR may be obtained from the U.S. Government Printing Office Book Store:

U.S. Government Bookstore  
710 North Capitol Street NW  
Washington, DC 20402  
(866) 512-1800  
<http://bookstore.gpo.gov/>

Internet Access: The CVC may also be accessed through the Internet at "<http://www.leginfo.ca.gov/calaw.html>". California Code of Regulations may be accessed at "<http://ccr.oal.ca.gov/>". Title 49 Code of Federal Regulations may be accessed at the National Archives and Records Administration's web site at "<http://www.gpoaccess.gov/cfr/index.html>".

---

#### RIGHT TO PRIVACY - INFORMATION PRACTICES ACT STATEMENT

Information requested on the Fleet Owner Inspection and Maintenance Station License Application (CHP 361N) is required by the 13 CCR and the CVC. Failure of the applicant to provide the information will be cause for the CHP to deny issuance of the license. The information is required to establish license eligibility. Information collected may be released to other law enforcement agencies. Misrepresentation of a material fact on the license application constitutes grounds for denial or revocation of the license.

Records concerning the license will be retained as long as the license is active plus three years. Records will be maintained by the commander of the Commercial Vehicle Section of the CHP.

You have the right to review personal information, but not confidential information, in files which are maintained on you by the CHP.