

## LICENSE RENEWAL NOTICE - FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE

CHP 361L (Rev. 4-12) OPI 062

### In Approximately 60 days Your Fleet Owner Inspection and Maintenance Station License Will Expire.

To continue your authorization to operate a Fleet Owner Inspection And Maintenance Section (IMS), you must renew your license in accordance with the following instructions. You will not receive any additional reminders to renew your license and there is no grace period. The IMS licenses are valid on the stations indicated on the license and the licensed activity must cease immediately upon expiration of the license. **IT IS UNLAWFUL TO OPERATE AN INSPECTION AND MAINTENANCE STATION WITHOUT A VALID LICENSE.**

### APPLICATION PROCEDURES

Enclosed you will find an APPLICATION FOR FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE (CHP361N). Print legibly or use a typewriter to complete the application. Make a copy for your file.

The completed signed application and \$5.00 renewal fee must be received by the California Highway Patrol (CHP) prior to expiration of the current license to avoid an additional \$5.00 late fee. To ensure adequate time for processing of your application, **your renewal application and fee must be submitted at least four weeks prior to the expiration of the current license.**

A license will not be issued prior to the receipt of a properly completed application and appropriate renewal fee. The completed application and renewal fee should be mailed to:

California Highway Patrol  
Commercial Vehicle Section - IMS Licensing  
P.O. Box 942898  
Sacramento, CA 94298-0001

### DO NOT SEND CASH OR COMBINE WITH ANY OTHER APPLICATION OR FEE

### APPLICATION LINE BY LINE INSTRUCTIONS

Confirm the information on the preprinted applications, line out all incorrect information and fill in current information. **Complete all entries.**

**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.

**SOCIAL SECURITY NUMBER (SSN):** If the applicant is an individual, a SSN must be provided.

*Pursuant to Section 494.5 of the Business and Professions Code (BPC), the collection of a SSN from individual applicants is mandatory; upon receipt its use will be limited to the purpose of complying with the BPC requirements. As the collection of the number is mandatory, any license or permit application received which does not include a SSN, when required, will be returned without processing.*

**OWNERSHIP INFORMATION:** Check the appropriate box corresponding to the ownership type of the applicant. If the applicant is an individual, a valid driver's license number and the state of issue are required.

**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).

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

### MOTOR CARRIER SAFETY UNIT APPROVAL

Approval from the Motor Carrier Safety Unit is required when an application is received by the CHP 30 days after the license expired, the station has relocated, or a change in ownership has occurred.

(Continued on reverse)

---

---

## QUESTIONS/ADDITIONAL FORMS

If you have questions about the application process or required fee, or if you need additional forms, contact the CHP Commercial Vehicle Section at (916) 843-3400. If your company name, address, or telephone number has changed you will also need to submit a completed CHP 362, Motor Carrier Profile, with your application (CHP 361N). Failure to update any changes in the carrier profile information could delay processing of your license.

---

## LATE OR INCOMPLETE APPLICATION

Your completed renewal application and correct fee must be received prior to the license expiration date. Pursuant to Section 2501 CVC, applications for license renewal received after the expiration date, or incomplete applications not corrected and received prior to the license expiration date must be accompanied by \$10.00. If the license is not renewed within 30 days after the expiration date, the license cannot be renewed, and the applicant must comply with the requirements for obtaining an initial license.

---

## CHANGE OF OWNERSHIP OR CONTROL

**Licenses are non-transferable.** A majority change in ownership or control of a licensed activity requires a new license. A change in ownership or control includes, but is not limited to, a change in corporate status, or a stock transfer of shares possessing more than 50 percent of the voting power of the corporation. A change in ownership or control does not include the addition or deletion of partners, officers, directors, or board members comprising 50 percent or less ownership or control of the licensed activity if both of the following are complied with:

- (1) The new partners, officers, directors, or board members have not committed any acts that would disqualify them from obtaining a license as described in Section 2541 CVC.
- (2) An amended license application form indicating the changes is submitted with 10 days of the change. Applications for a new (initial) license must also be accompanied by a completed CHP 362, Motor Carrier Profile form.

---

## STATUTORY AUTHORITY FOR LICENSE

An IMS license is authorized by the laws and regulations of the State of California (Section 2525 CVC). Fleet owners licensed as Inspection and Maintenance Stations shall do all of the following:

- (1) Conduct all installations, adjustments, inspections, and maintenance pursuant to Division 12 CVC (commencing with Section 24000 CVC) and Title 13, Division 2, California Code of Regulations (13CCR).
- (2) If engaged in interstate transportation, also conduct inspections and maintenance in accordance with the Federal Motor Carrier Safety Regulations (FMCSR) contained in Title 49, Chapter 3, Parts 390 through 397, of the Code of Federal Regulations (49 CFR).
- (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 Department's Biennial Inspection of Terminals 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 the adjustments of lamps or brakes or the installation, inspection, repair, or servicing of motor vehicle pollution control devices or systems, except for vehicles in the owners fleet.

---

## QUALIFICATIONS FOR LICENSE

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 related to the safe operation of such vehicles.

**CODE OF PUBLICATIONS:** Each station shall maintain readily accessible to the superintendent of maintenance at least one current copy of the CVC; Chapter 2, 13 CCR; and if the fleet is engaged in interstate transportation, Chapter 3, Parts 390 through 397, 49 CFR.

**HANDBOOKS AND BULLETINS:** Each station shall maintain in current status and available to the superintendent of maintenance all appropriate publications issued by the CHP and by manufacturers, including handbooks, bulletins, manuals, and instructions related to safe condition of vehicles, vehicle components, and auxiliary equipment.

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

**INSPECTION AND MAINTENANCE PROGRAM:** Systematic inspection and maintenance of vehicles, records of such inspection and maintenance, shall be in compliance with the provisions of applicable parts of Sections 1232, and 1234 of 13 CCR and, if vehicles are engaged in interstate transportation, the applicable FMCSR.

---

## PUBLICATIONS SOURCES

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

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

Title 13, CCR is available from:

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

Copies of 49 CFR, can be obtained from the United States (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>." The California Code of Regulations may be accessed at <http://ccr.oal.ca.gov/>. The Title 49 CFR, may be accessed at the National Archives and Records Administration's Web site at "<http://www.gpoaccess.gov/cfr/index.html>."