

CHAPTER 3
ARMORED CARS
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CHAPTER 3
ARMORED CARS

1. LICENSE AND INSPECTION REQUIREMENTS.

a. Armored Cars. Privately owned armored cars may be operated on the highway only after a license has been issued by the Department to the operator. Each armored car (armored vehicle) must then be inspected by a Regulated Special Purpose Vehicle Officer (RSPVO) and, when found to be in full compliance with statutory and regulatory requirements, be issued an official authorization prior to operation. Armored cars do not require annual inspection and certification, only initial inspection/certification performed in conjunction with initial licensing. Subsequent inspections are only required for vehicles added to the fleet.

2. APPLICATION.

a. Forms. Applicants applying for a license are required to complete and submit all of the following forms:

(1) CHP 361AC, Application for Armored Car Operator's License. (This form may be obtained by contacting the Regulated Special Purpose Vehicle [RSPV] Program Coordinator in Research and Planning Section [RPS] at the California Highway Patrol [CHP] Headquarters in Sacramento, CA.) Applicants applying for an initial, new, or renewal license shall complete the CHP 361AC in its entirety.

(2) CHP 361A, List of Vehicles to be Operated. (This form may be obtained by contacting the RSPV Program Coordinator in RPS.) All armored vehicles operated by the licensee shall be listed on a CHP 361A by year, make, model, license plate number, vehicle identification number, and the location where the vehicle is garaged and operated. Vehicle lists submitted with renewal applications shall also include the CHP 301, Special Vehicle Identification Certificate/Permit, number for each previously certified vehicle listed. Certified vehicles removed from service shall be listed in the appropriate section on the reverse side of the CHP 361A and the previous CHP 301 certificates shall be attached.

(3) CHP 361C, How to Obtain or Renew an Armored Car Operator's License, contains instructions for completing the CHP 361AC. (This form may be obtained by contacting the RSPV Program Coordinator in RPS.)

(4) CHP 363, Armored Car Inspection Report. (This form may be obtained by contacting the RSPV Program Coordinator in RPS.) Prior to vehicle inspection, the company inspection and evaluation shall be conducted. Vehicles to be operated by an applicant shall be inspected by an RSPVO for compliance with statutes and regulations as prescribed in Highway Patrol Guide 83.2, Vehicle Equipment Inspection Guide. This, however, is contingent upon completion of a positive application evaluation. Inspection reports shall be completed as follows:

(a) The inspection report is designed to be used as a checklist to ensure essential items are inspected and the vehicle is properly equipped and maintained as required. The items listed shall be individually checked off when inspected for compliance. A single line through several items is not appropriate indication of compliance.

(b) Applicant information on the inspection report shall be the same as that listed on the license application except for the "Usual Vehicle Location," which may vary.

(c) Identification information contained on the vehicle registration shall be verified on the vehicle prior to entry on the form. Special care shall be taken during the initial inspection to ensure the vehicle inspected is properly registered with the Department of Motor Vehicles (DMV).

1 Armored cars cannot be initially registered by DMV until the Department completes the initial inspection. The armored car owner may, however, apply to DMV for vehicle registration and post appropriate fees. The suspense receipt from DMV indicating payment of fees for a vehicle identified as "BTM: AR," for an armored car, shall be accepted as temporary proper registration for inspection purposes. Once the inspection is completed, the owner should return to the DMV with the completed CHP 361AC for permanent registration status.

(d) Vehicles inspected during initial inspections do not have a current CHP Identification Certificate Number. The appropriate corresponding application box shall be left blank.

(5) Fingerprinting. Initial applications shall be accompanied by the completed Live Scan paperwork (BCIA 8016) for California residents or a fingerprint card (FD-258) for residents outside California for each applicant principal: owner, partner, officer, director, and controlling shareholder. (These forms may be obtained by contacting the RSPV Program Coordinator in RPS.) Renewal and/or amended applications shall include completed Live Scan paperwork or a fingerprint card for each new principal added since last licensed.

(a) Applicants domiciled outside of California shall submit the FD-258 to RPS.

(b) Research and Planning Section shall forward the fingerprint card to the California Department of Justice (DOJ), Central Services, P.O. Box 903417, Sacramento, CA 94203-4170. The card shall be accompanied by a DOJ Transmittal Form (JUS 204).

(c) The fingerprint requirement may be waived upon application to the Department from a corporation where the requirement would be burdensome because there exists a large number of officers, directors, or controlling shareholders. Requests for waivers shall be made to RPS prior to submission of the application in order to determine which, if any, fingerprint requirements will ultimately be waived. For large corporations based out-of-state, California operations manager(s) fingerprints may be required in lieu of multilayered corporate officials having little, if any, direct, day to day involvement in the armored vehicle operations.

(d) Applicants shall reimburse the Department the actual cost of processing fingerprint information pursuant to Section 1668 California Vehicle Code (CVC). Applicants may submit a single check or money order made payable to the CHP for both license and fingerprint fees. Fingerprint processing fees are as follows:

1 The cost for each California resident Live Scan process requiring only DOJ results is \$32.00.

2 The cost for each out-of-state resident result or California resident Live Scan process if both DOJ and FBI are checked is \$49.00.

b. Initial Approval. The initial application for a company operating within a single area, with appropriate fee(s), shall be submitted directly to the local Area office at the time of inspection. Upon review and recommendation of the Area commander, photocopies shall be provided to the applicant and the entire original application package (see CHP 361C) shall be forwarded immediately to the RSPV Program Coordinator.

(1) Forms must be completed in their entirety and original signatures are required for application certification. Incomplete applications or photocopies of certified applications may be returned to the applicant for completion or original certification.

(2) Prior to obtaining the Area commander's approval of the license application, RSPVOs shall perform an inspection and evaluation to ensure the application information is complete and the company is in compliance with all applicable statutes and regulations.

(a) Principals listed on the application shall be verified with company records and cross referenced to fingerprint information results obtained by RPS.

(b) An armored car company that operates any commercial motor vehicle defined in Section 34601 CVC shall have a valid Motor Carrier Permit issued by the DMV. A company that transports passengers as part of their business, pursuant to California Public Utilities Code Section 5360, shall have a valid Transportation Charter-Party permit issued by the Public Utilities Commission. Additionally, interstate operators shall have the appropriate federal operating authority.

(3) After completion of the company evaluation, and it is verified the company is in compliance and ready to lawfully commence operations, vehicles listed on the CHP 361A shall be inspected for certification. Minor vehicle discrepancies that have no adverse safety effect shall not preclude application approval provided at least one vehicle passes inspection and is certified. Inspected vehicles found to be in violation of the CVC and/or Title 13, California Code of Regulations (CCR) must have appropriate corrections made and be reinspected prior to certification.

(4) When an initial applicant has operations in multiple Areas within the state or has their headquarters located out-of-state, RPS may coordinate inspections. The Area commander in one of the California locations will make the appropriate license approval or denial recommendation for the armored car service entity as a whole.

(5) The CHP 361AC is issued by RPS. The original license and vehicle identification certificates are mailed to the licensee with a copy of the license sent to the affected Area RSPVO.

(6) Denial of an initial license application shall be documented and forwarded to RPS as outlined in Chapter 8, Denial and Administrative Disciplinary Action, of this manual.

c. Renewal Applications. Renewal license applications do not require Area commander approval and shall be submitted, along with related forms and appropriate fee(s) directly to: California Highway Patrol, Research and Planning

Section, P.O. Box 942898, Sacramento, CA 94298-0001, Attention: RSPV Program Coordinator.

(1) Forms must be completed in their entirety and original signatures are required for application certification. Incomplete applications or photocopies of certified applications may be returned to the applicant for completion or original certification.

(2) An application returned to the applicant for completion does not constitute a denial of the license.

(3) Corrected applications received by RPS within the license term will be renewed if there are no problems. Applications received within 30 days after the expiration date are late renewals and require the appropriate fee. Applications received after 30 days of the expiration shall be processed as an initial application with the initial license fee required and all the other initial requirements concerning vehicle inspections.

(4) The CHP 361AC is issued by RPS. The original renewal license is mailed to the licensee with a copy sent to the affected Area RSPVO.

d. A New License. A new license number must be obtained when there is a majority change in ownership or control as described in Section 2503 CVC. The RSPV Program Coordinator will verify the new company structure with fingerprint information and/or related paperwork as required.

(1) The CHP 361AC is issued by RPS. The new license and vehicle identification certificates are mailed to the licensee with a copy of the new license sent to the affected Area RSPVO.

(2) All vehicles currently listed in the CHP database for that company at the time the new license number is issued will be given new certificates with the new license number. If all other pertinent information (Federal Employer Identification Number, California Corporation Number, Motor Carrier of Property Number, etc.) remains the same, these vehicles do not require an additional inspection.

e. License Fees. Pursuant to Sections 2502 and 2503 CVC the Armored Car operator license fees are:

(1) Initial, new, or late renewal - \$10.00.

(2) Renewal - \$5.00.

(3) Duplicate - \$5.00.

(4) An amended application or an application for a replacement license due to a name or address change, not involving a change of ownership, may be provided at no cost for the remainder of the unexpired term of the license.

(5) All checks and/or money orders shall be made payable to the CHP.

f. License Terms. All licenses (initials, new, and renewals) are valid for one year. Armored car certificates have no expiration date and remain valid for the term of the license including subsequent renewals.

g. Special Vehicle Identification Certificate/Permit. Research and Planning Section shall issue, with the initial license, the CHP 301 upon receipt and review of an armored car inspection report completed by an RSPVO indicating compliance with the applicable statutes and regulations.

3. TEMPORARY OPERATING AUTHORIZATION.

a. Armored Car Operators. Upon completion of an initial armored car operator inspection, where compliance has been verified, the Area commander may endorse the CHP 361AC granting the company temporary operating authority. Temporary operating authority is valid for up to 30 days pending either issuance or denial of the license. Such authorization shall be carried in each vehicle. It shall be invalid when replaced by a CHP 360AC or when the license is denied.

b. Vehicles. Vehicles inspected and approved by an RSPVO may be issued temporary operating authorization. The CHP 363 must identify the vehicle to be operated and be endorsed by the RSPVO specifically granting temporary operating authorization. See the applicable boxes to be checked at the bottom of the CHP 363. A copy of the completed CHP 363 shall be carried in each vehicle operated until replaced by the CHP 301.

4. ADDITIONAL VEHICLES. Any vehicle to be added to a licensee's fleet must be inspected and certified by an RSPVO prior to being placed in operation (see paragraph 3.b. above).

5. INSPECTION OF COMPANIES WITH MULTIPLE VEHICLE LOCATIONS. When a license applicant has vehicles located in more than one Area, inspection of the vehicles shall be accomplished by the Area in which they are located with inspection reports forwarded directly to RPS by the RSPVO.

6. ENFORCEMENT.

a. Failure to Maintain a Copy of the Special Vehicle Identification Certificate in the Vehicle. Section 2504 CVC, reference Title 13 CCR Section 1112 shall be cited for failure to carry the appropriate armored car identification certificate in the vehicle.

b. Operating an Armored Car Without a Valid License. Section 21713 CVC shall be cited for operating an armored car without a valid license.

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