



## VEHICLE SAFETY SYSTEMS TECHNICIAN LICENSE APPLICATION

**Fee: \$10**

(No fee is required for applicants that hold both an active brake adjuster license and an active lamp adjuster license with no pending disciplinary action and are not on probation with BAR)

Complete all fields. If not applicable, indicate N/A. Attach additional pages if necessary.

### APPLICANT INFORMATION

Name (First, Middle, and Last) Date of Birth

Social Security/Individual Taxpayer Identification Number Email Address

Government Photo ID (Include issuing authority, document title, and number. Example: California Driver License A123456)

Primary Phone Number Alternate Phone Number

Address of Record (Number and Street or PO Box, Suite or Unit #, City, State, and Zip Code) *NOTE: Address of record will be posted on BAR's website.*

Mailing Address (Number and Street, Suite or Unit #, City, State, and Zip Code) **Do not include PO BOX**

Brake Adjuster License Number (If applicable) Lamp Adjuster License Number (If applicable)

### MILITARY AND RESETTLEMENT INFORMATION

**Are you serving, or have previously served, in the United States Armed Forces?**

**YES NO**

**Are you an honorably discharged member of the United States Armed Forces?**

**YES NO**

If YES, you may qualify for expedited licensure. Attach the following documentation, if applicable: a certificate of release or discharge from active duty (DD-214) or other documentary evidence showing date and type of discharge. (Business and Professions Code section 115.4)

**Do BOTH of the following statements apply to you?**

- You are married to or in a domestic partnership or other legal union with an active duty member of the United States Armed Forces assigned to a duty station in California under official active duty military orders.
- You hold a current, active, and unrestricted license in another state, district, or territory of the United States.

**YES NO**

If YES, you may qualify for expedited licensure and a waiver of the application fee. Attach the following documentation: (1) a certificate of marriage/domestic partnership, (2) a copy of the military orders establishing the spouse's/partner's duty station in California, and (3) written verification from the licensing agency/entity stating that the applicant holds a current license in good standing. (Business and Professions Code section 115.5)

### For Department Use Only

License #	Receipt #	ATS #	Date Processed
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**Do BOTH of the following statements apply to you and are you seeking a 12-month temporary license pursuant to Business and Professions Code section 115.6?**

- You are married to or in a domestic partnership or other legal union with an active duty member of the United States Armed Forces assigned to a duty station in California under official active duty military orders.
- You hold a current, active, and unrestricted license in another state, district, or territory of the United States.

**YES NO**

If YES, attach the following documentation: (1) a certificate of marriage/domestic partnership, (2) a copy of the military orders establishing the spouse's/partner's duty station in California, and (3) written verification from the licensing agency/ entity stating that the applicant holds a current license in good standing. **DO NOT SUBMIT THE APPLICATION FEE WITH THIS APPLICATION.**

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**Are you an active duty member of the US Armed Forces enrolled in the US Department of Defense SkillBridge program and requesting expedited licensure pursuant to Business and Professions Code section 115.4?**

**YES NO**

If YES, attach documentation of enrollment to the SkillBridge program to this application.

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**Are you a refugee, asylee, or holder of a special immigrant visa?**

**YES NO**

If YES, you may qualify for expedited licensure. Attach the following documentation, as applicable: Form I-94, arrival/departure record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee; Special Immigrant Visa that includes "SI" or "SQ"; Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee; and/or an order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure. (Business and Professions Code section 135.4)

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## **BACKGROUND**

**Has the Department of Consumer Affairs (DCA) or Bureau of Automotive Repair (BAR) ever issued you a license, certificate, or registration?**

**YES NO**

If YES, provide the type of license(s) and license number(s).

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**Have you ever had a license, certificate, or registration denied, suspended, revoked, or placed on probation by DCA or BAR?**

**YES NO**

If YES, provide a statement of explanation.

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**Has DCA or BAR ever issued you a citation?**

**YES NO**

If YES, provide a statement of explanation.

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**Have you ever been convicted of any offense or entered a plea of nolo contendere in the United States or a foreign country?**

This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. NOTE: Convictions that were adjudicated in the juvenile court or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) should not be reported. Convictions that were later dismissed by the court or set aside pursuant to section 1203.4, 1203.4(a), 1203.41, 1203.42, or 1203.425 of the California Penal Code or equivalent non-California law must be disclosed.

**YES NO**

If YES, provide a statement of explanation. Include the crime for which there was a conviction, the approximate date and location of the crime, and the sentence served, if any.

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**Exclusive of juvenile court adjudications and criminal charges dismissed under Section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b), have you had a conviction that was later dismissed or set aside by the court?**

**YES NO**

If YES, provide a statement of explanation.

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**Is any administrative or criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?**

**YES NO**

If YES, provide a statement of explanation.

**ASE CERTIFICATION** (Not required if you hold both an active brake adjuster license AND an active lamp adjuster license. However, certification is required for license renewal.)

I am certified by the National Institute for Automotive Service Excellence (ASE) in all three of the following areas:

Suspension and Steering (A4)

Expiration Date:

Brakes (A5)

Expiration Date:

Electrical/Electronic Systems (A6)

Expiration Date:

**CERTIFICATION**

I certify under penalty of perjury under the laws of the state of California that all the statements I have made in this application, and all attached supporting documents pertaining to this application are true and correct.

Signature of Applicant

Date

**SUBMIT COMPLETED APPLICATION AND FEE BY MAIL TO  
BAR LICENSING PROGRAM, PO BOX 989001, WEST SACRAMENTO, CA 95798-9001**  
Make check or money order payable to Department of Consumer Affairs

## IMPORTANT APPLICANT INFORMATION

Licensure is required for all persons inspecting vehicles for the purpose of certification in the Vehicle Safety Systems Inspection Program. (Business and Professions Code section 9888.6 and California Code of Regulations, title 16, section 3311.1)

### **FEES ARE NON-REFUNDABLE PURSUANT TO BUSINESS AND PROFESSIONS CODE SECTION 158.**

**\*NO FEE FOR ACTIVE BRAKE AND LAMP LICENSEES:** If you currently hold both an active brake adjuster license AND an active lamp adjuster license with no pending disciplinary action and are not on probation with BAR, the application fee is waived. Do not include the \$10 fee.

**Applicants** are required to meet the certification requirements as listed in this application and pass an examination to obtain a license. (Business and Profession Code section 9888.5(c)(2) and California Code of Regulations, title 16, section 3314.1) This requirement is waived if the applicant holds both an active brake adjuster license and an active lamp adjuster license. (California Code of Regulations, title 16, section 3314.1.1) If BAR cannot validate certification requirements are met, a deficiency letter requesting the missing information and/or documentation will be sent to you. This will delay the processing of your application.

Once submitted, your application and supporting documentation become the property of BAR and will be kept as a matter of record. Make a copy of your completed and signed application for your records.

The average processing time is four to six weeks from the receipt of your application, provided the application does not have any deficiencies.

BAR will notify you after your application is processed and approved. You may print your license by visiting [www.bar.ca.gov](http://www.bar.ca.gov). Licenses shall be posted prominently under glass or other transparent material in an area frequented by customers. (California Code of Regulations, title 16, section 3312.2)

## EXAMINATION INFORMATION

If your application is approved, you will be notified by the examination service contractor to schedule your examination.

**NOTE: The examination is not required if you hold both an active brake adjuster license AND an active lamp adjuster license.**

A fee will be charged for each examination and is payable directly to the examination service contractor.

You must bring two forms of ID to the examination. One must be a valid, government-issued photo ID (e.g., driver license, passport, or military). The second ID must have your signature and legal name (e.g., social security card, credit card, etc.). The name on this application must match the name on all identification you bring to the examination.

If you have a disability or impairment for which you need assistance during an examination, please complete the Request for Examination Accommodation form available at [www.bar.ca.gov](http://www.bar.ca.gov). This form must be completed by a health professional and submitted to the BAR Licensing Program with your application.

You must pass the examination within 90 days of receipt of notification that you are qualified to take the examination or submit a new application and fees for an examination that is scheduled beyond the 90-day period.

A new original application and fees are required after your second examination attempt or after your 90-day examination period has expired.

Examination cheating violates Business and Professions Code section 123 and can result in application denial, or suspension, revocation, or restriction of a license. Once the examination begins, no talking or other communication that may compromise examination security is permitted between applicants.

For complete examination instructions, refer to the Vehicle Safety Systems Technician Examination Handbook available at [www.bar.ca.gov](http://www.bar.ca.gov).

## RENEWAL OF LICENSE (DO NOT USE THIS APPLICATION TO RENEW YOUR LICENSE)

Vehicle safety systems technician licenses must be renewed every two years. For renewal requirements, license renewal, and payment of fees visit [www.bar.ca.gov](http://www.bar.ca.gov). Licenses may also be renewed by submitting the renewal notice, or a copy of the license, and renewal fee to the address provided on the renewal notice. BAR makes every effort to mail you a courtesy renewal notice approximately 90 days before expiration of your current license. However, if you do not receive a renewal notice, you are still responsible for renewing your license(s). If you renew your license after the date of expiration, you will be charged a delinquency fee of \$5 in addition to the renewal fee of \$10 for a total of \$15.

## CHANGE OF NAME OR ADDRESS

Licensees must notify BAR within 14 days of a change of name or address. (California Code of Regulations, title 16, section 3314.1) To report a change of name or address, visit [www.bar.ca.gov](http://www.bar.ca.gov).

## NOTICE ON COLLECTION OF PERSONAL INFORMATION

BAR collects personal information only as allowed by law. Please see the [Notice on Collection of Personal Information](#) available at [www.bar.ca.gov](http://www.bar.ca.gov).