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## PRVIP Application Checklist

Note: To become a PRVIP participant an individual shall not have a direct or indirect interest in any motor vehicle that a facility has inspected or proposes to inspect, he or she is not employed by or does not have an ownership interest in or other financial arrangement with the owner, operator, manager, or employee of a motor vehicle repair shop as defined in s. 559.903, a motor vehicle dealer as defined in s. 320.27(1)(c), a towing company, a vehicle storage company, a vehicle auction, an insurance company, a salvage yard, a metal retailer, or a metal rebuilder from which he or she receives remuneration, directly or indirectly, for the referral of customers for rebuilt inspection services.

- Complete fingerprint background check through an electronic FDLE provider for all owners, partners, corporate officers, and facility inspectors and provide proof to the BDS Regional Office in the county where your business is located. The ORI Code can be obtained from any of the BDS Regional Offices.

Note: As outlined in section 319.141(4)(d) an individual shall demonstrate that he or she has not been convicted of a felony, pled guilty to a felony, pled nolo contendere to a felony or been incarcerated for a felony in the previous 10 years.

- Complete the required PRVIP Training Class. At the end of the training the applicant will be provided with a Pre-Site Inspection Checklist to be completed and returned to the Regional Office for review.
- Return the completed pre-site inspection checklist to the BDS Regional Office.
- A BDS Representative will schedule a site inspection at the proposed location. If there are any deficiencies noted, they will be explained to the applicant so they can be corrected. The Application for Authorization as a PRVIP Participant shall not be accepted if there are pending issues.

- ❑ Submit the Application for Authorization as a PRVIP Participant with the supporting documents:
  - Proof of identity (Driver's License or Government Issued ID Card)
  - Copy of Property Lease or proof of ownership
  - Copy of Certification from the Division of Corporation showing current registration of business and fictitious name, if applicable.
  - PRVIP Training Certificate for each owner, partner, corporate officers, and inspectors.
  - Original Surety Bond
  - Copy of the Garage Liability Insurance Certificate
  - Signed Memorandum of Understanding (MOU)
  
- ❑ Upon execution of the MOU, the participant will be required to complete the initial setup for access to FLHSMV's Florida Real-Time Vehicle Information System (FRVIS) database and the Electronic Payment System. Each PRVIP Inspector shall complete and submit a BDS FRVIS Access Request Form.
  
- ❑ A Certificate of Authorization shall be granted upon final approval that will be displayed at the facility. The Regional Office will provide the first batch of rebuilt decals, record keeping forms and any pertinent information for the PRVIP Participant to begin operations.

If further assistance is needed, please contact the BDS Regional Office where your business is located or send an email with your questions to [PRVIP-Info@flhsmv.gov](mailto:PRVIP-Info@flhsmv.gov).

Thank you!

Florida Department of Highway Safety and Motor Vehicles  
Division of Motorist Services - Bureau of Dealer Services