

## Inspection Station Application Checklist

Before sending your Motor Vehicle Inspection Station Application, please ensure that you have done the following:

Fully complete your Motor Vehicle inspection Station Application.

Include proof of compliance with local government requirements regarding your business location.

Documents must prove that the applicant can conduct vehicle repairs at the chosen operating location. This may be via an Occupancy Permit or Verification of Use letter from the City of Winnipeg Planning, Property & Development department, or other written approval on applicable town, city, or municipality letterhead.

Include documents from the Manitoba Companies Office proving registration of your business/trade name.

If applying as a corporation, include a copy of the articles of incorporation.

Please ensure you already have a Manitoba Public Insurance customer number for the corporation. If you still need to do this, attend an MPI Service Centre with the articles of incorporation.

List the names of your inspection mechanics, and proof of Journeyperson qualification.

Include the applicable payment payable to Manitoba Public Insurance.