

HOME ADDRESS	BUSINESS ADDRESS
PO Boxes are not accepted for home address Home address may differ from driver's license address, but needs to be in same state or reasonable commuting distance of business address	PO Boxes are not accepted for business address Home address accepted in this section if a Mobile tech or work from home.

REFERENCES	Primary VSP -Proof of Ownership/Employment
<p><u>For Primary Account References:</u> Applicant's information, 800 numbers, family members, or company names will not be accepted. Please provide direct phone numbers with first and last names for individuals listed as professional references.</p>	Documents must confirm the applicant is employed as a full time (not contract or 1099) employee of the business or provide documentation to confirm ownership. Upload a current W2 (the social security number should have all but the last 4 digits redacted) Upload a current pay stub with only the income redacted Letter signed by the principal/HR department of the corporation or municipality. W4s and W9s are not accepted – additional information may be requested..

Subordinate VSP - Proof of Employment

Proof of employment for subordinate accounts: W4s and W9s are not accepted. The primary VSP adding a subordinate account must attest that the employee is a full-time W-2 (not contract or 1099) employee of the business. This may be done by a letter signed by the principal/HR department identifying the employee's name, dates of employment, and location employed, or you may upload a W2 with all but the last 4 digits of the social security number redacted or current pay stub showing the employee's name, company's name and address. Additional information to confirm employment may be requested by the registry team.

PROOF OF IDENTIFICATION

Only US or Canadian driver license will be accepted as proof of ID

The following will not be accepted as proof of identification: temporary driver's license, passports, state identification cards, illegible documents, expired, or black and white driver's license. *The security features must be clearly visible.*

In addition, if an applicant has a "Federal Limits Apply" or "Limited Term" Driver's License: NASTF may require a government document that confirms the applicant is authorized to work in the United States. Many states and the District of Columbia enacted laws to allow unauthorized immigrants to obtain a Driver's License. We apologize for having to require an extra document, but NASTF will only register VSPs if they have the authority to work in the United States. In addition to a valid Driver's License, additional documents accepted may include, but not limited to, US Passport, US Birth Certificate, Resident Alien Card or US Work Authorization Card.

EINs/Business Documents

United States: Federal EIN field must be populated with the businesses 9-digit Federal Tax Identification Number
Canada: EIN field must contain Business Number

Please enter the Federal EIN # to reflect the businesses active 9-digit Federal Employer Identification Number.

For Primary Account Business Licenses/Documents: Please upload a **current** dated **Certificate of Good Standing** from your Secretary of State. These can be obtained in nearly all cases by visiting the Secretary of State website and completing a file download or screen capture. If the state does not require a business license, please provide documentation from the state to confirm this information. If you cannot not provide a state document or a reference to the exception, please use the guidance provided to meet the NASTF requirement. **NOTE: If operating as an auto repair business in the state of California, it is required to provide a copy of the certificate issued by the California Bureau of Automotive Repair.**

If you plan on operating your business utilizing NASTF assigned credentials to obtain vehicle security information, you will need to register your business with a governing agency. Your state may not have a "General Business License." However, in most states a business must register with the state's Department of Revenue and file a business tax application for certain types of businesses. For example, if you engage in sales, you may need a Sales Tax Certificate of Registration with the State's Department of Revenue, which is obtained by filing a Business Tax Application. This information is provided as a suggestion to assist VSPs with meeting the NASTF application requirements.

If a VSP's operation crosses state lines, **the business must be properly registered in all states.** In addition, if a locksmith, the VSP must be registered/licensed as a locksmith if required in the areas of their operations.

LOCKSMITH LICENSE

Locations that require locksmiths to be registered/licensed.	Miami Dade County Cities that require Locksmith License	Miami Dade County continued...	Hillsborough County Cities that require Locksmith License
<p>alabama.gov - Pocket card</p> <p>california.gov -DCA Pocket Card</p> <p>connecticut.gov Technician Certificate</p> <p>florida.hillsboroughcounty.org *Cities listed to the right-Each tech must be registered with the county via attachment</p> <p>florida.miamidade.gov *Pocket card-City listed to the right</p> <p>Illinois.com- PERC card for each tech</p> <p>louisiana.gov- Technician Certificate</p> <p>maryland.us Each tech must be registered with the state via attachment employee list</p> <p>north carolina.org- Pocket card</p> <p>lasvegasnevada.gov -Clark County Sheriff Registration Card</p> <p>new jersey.gov Technician Certificate</p> <p>new york city.gov New York City – Pocket card - All Boroughs</p> <p>oklahoma.gov Technician Certificate; Does not expired but must identify current business information</p> <p>oregon.gov -Technician Certificate</p> <p>texas.gov Each -Private Security Registration Card required</p> <p>virginia.gov- Technician Certificate or pocket card</p>	<ul style="list-style-type: none"> • Brownsville • Coral Terrace • Country Club • Country Walk • Fisher Island • Fontainebleau • Gladeview • Glenvar Heights • Golden Glades • Goulds • Homestead Base • Ives Estates • Kendale Lakes • Kendall • Kendall West • Leisure City • Naranja • Ojus • Olympia Heights • Palm Springs North 	<ul style="list-style-type: none"> • Palmetto Estates • Pinewood • Princeton Richmond Heights • Richmond West • South Miami Heights • Sunset • Tamiami • The Crossings • The Hammocks • Three Lakes • University Park • West Little River • West Perrine • Westchester • Westview • Westwood Lake 	<ul style="list-style-type: none"> • Apollo Beach • Balm • Brandon • Dover • Durant • Gibsonton • Lithia • Lutz • Mango • Odessa • Plant City • Riverview • Ruskin • Seffner • Sun City • Sun City Center • Sydney • Tampa • Thonotosassa • Valrico • Wimauma

Are you a locksmith? If you use registry data to acquire key codes, you are a locksmith and must provide a locksmith license for the individual applicant. A locksmith is required of the following states: Alabama, California, Connecticut, Illinois, Louisiana, Maryland, Nevada, New Jersey, New York – limited to all boroughs of NY City, North Carolina, Oklahoma, Oregon, Texas, or Virginia. This is required by all states/provinces and municipalities in which you do business - Service repair providers who ONLY use immobilizer codes for repairs are exempt at this time.

Company Locksmith Certificates are not accepted as locksmith licenses for technicians/VSPs. The point of our request is for the VSP applicant to show that they are properly registered/license with the state/city/county where they are operational. Company Locksmith Certificates do not confirm that a technician is properly registered/licensed with the governing agency. Please provide a copy of the locksmith registration/license pocket card, DCA card for the state of California or a copy of the PERC card for the state of Illinois. In a few states you will need to provide proof that the technician is registered as a designated employee under the company's locksmith registration.

Locksmith certificates are not accepted as business licenses. The point of our request is for the VSP applicant to show that the business is in good standing with the state/city where your operations are located. Locksmith certificates do not provide information that your business is in good standing or active.

INSURANCE

Requirements

To avoid delays with processing applications, VSP applicants must have the insurance agent email a copy of the COI (not a copy of the policy) to COI@nastf.org. The insurance agent will need to provide copies of COIs for new applications and prior to policy expiration dates. Please be sure all business operation locations and the name of the company to include DBAs are identified on the COI.

What is a Certificate of Insurance?

A certificate of insurance (COI) is a document issued by an insurance company/broker to verify the existence of insurance coverage under specific conditions granted to listed individuals.

The Certificate of Insurance

Most often, a standardized Certificate of Insurance (COI) form, called the Acord 25 form, is utilized for Certificate of Liability Insurance. On the Acord 25 form, you can find all of the most pertinent details of an insurance policy, namely: types and limits of coverage, insurance provider, policy number, named insured(s), and the policy's effective periods. It is important to note that this document **does not** amend the details of the coverage; rather, it simply serves as proof that a policy exists.

NASTF Needs to be Named as a Certificate Holder.

NASTF's address for the certificate is 4501 Harlan St. Wheat Ridge, CO 80033. Please ask your agent NOT to mail a Certificate of Insurance (COI) to NASTF.

Required coverage- Primary accounts: General Liability Insurance - Primary accounts require at least a 1-million-dollar aggregate/\$500,000 per event General Liability policy.

Required coverage- Sub-account requirements – BONDING- In addition to the General Liability policy for the Primary, businesses must carry a minimum \$100,000 employee dishonesty/surety bond for registered subordinate accounts. In many cases if there are only 1-3 sub accounts it may be cost effective to register all technicians as a primary VSP. Please have your agent include proof of the minimum \$100,000 employee dishonesty/surety bond on your Certificate of Insurance and email directly to COI@nastf.org

For VSP awareness:

Garage Keepers- Garage Keepers is not Commercial Liability coverage. Garage Keepers is intended to be an industry specific add on to the Commercial Liability and may not include the coverage necessary to protect your operations. It is suggested you consult with your agent to be sure you have coverage that properly protects your business operations.

Garage Liability- Garage Liability may not include Commercial Liability coverage. Garage Liability policies may not meet the minimum requirement for insurance coverage. It is suggested you consult with your agent to be sure you have coverage that properly protects your business operations.

Business Owner's - Business Owner's Liability may not include Commercial Liability coverage. Business Owner's policies may not meet the minimum requirement for insurance coverage. It is suggested you consult with your agent to be sure you have coverage that properly protects your business operations.

ADDITIONAL GUIDANCE

Credential Sharing/Code sharing: Please refer to the tips below to avoid any gaps in your access to the SDRM registry:

1. NASTF SDRM Credentials, vehicle security information, and keys/devices originated with information obtained with your SDRM Credentials cannot be shared with employees, staff members or other technicians.
2. Registered VSPs must be present with the customer and vehicle to verify ownership and legal possession before using vehicle security information.
3. **Avoid Termination of Access-** Do not share your SDRM Credentials **or** vehicle security information and keys/devices originated with information obtained with your SDRM Credentials with employees, staff members or other technicians.
4. **Avoid Compliance Violations-** register W2 employees/technicians as additional primary or subordinate VSPs.

NASTF credentials ONLY the person who applies to access the registry and use the information from automaker websites to service vehicles. The NASTF credentials do not extend to other employees within the business. Each member of your staff will need their own registry credentials to use the OE sites and/or use the vehicle security data. You should consider setting up additional accounts within your company. We want to be sure that it is understood that sharing credentials/vehicle security information between employees/technicians is not permitted by the OEs. Also note that 1099 sub-contractors cannot be registered as a primary, subordinate, or administrator accounts.

Three profiles available for our members:

- **ADMINISTRATIVE ACCOUNT**
 - Cannot access OE data but can assist with maintaining the NASTF account profiles and initiate/complete/enter D1 transactions details into the SDRM system
 - Business owner or selected office support staff
- **PRIMARY ACCOUNT**
 - Can access OE data and acquire vehicle security data as needed. Has managerial rights over Admin and Subordinate accounts
 - Lead technician that assists in house technicians when data is needed but must be present with the vehicle being serviced
- **SUBORDINATE ACCOUNT**
 - Can access OE data and acquire vehicle security data. Each Subordinate account needs to be aligned with a Primary VSP manager
 - Technicians that work within the shop designated with the responsibility to acquire vehicle security data for the vehicles they are servicing or when the Primary VSP is away from the office
 - **Sub-Accounts are only available in the US to W2 employees working in the US. All Canadian accounts are Primary.**

A business can add multiple primary and subordinate accounts to fit the size of their business operation.

All documents that expire within 30 days of the review will be rejected. Please renew the document before resubmitting.

For more tips as well as the full terms and conditions, please visit the Vehicle Security Team page of NASTF.org.

If you have any questions about the documents that are required, please contact the NASTF support team at Support@NASTF.org. NASTF Support Center hours of operation are Monday through Friday, 9AM to 6PM Eastern Standard Time. • Support Phone: 810.289.4809