

HOME ADDRESS	BUSINESS ADDRESS
<p><b>PO Boxes are not accepted for home address</b> Home address may differ from driver's license address, but needs to be in same state or reasonable commuting distance of business address</p>	<p><b>PO Boxes are not accepted for business address</b> Home address accepted in this section if a Mobile tech or work from home.</p>
<b>REFERENCES</b>	
<p><b><u>For Primary Account References:</u></b> Applicant's information, 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>	
<b>VSP - Proof of Employment/Ownership</b>	
<p><b><u>Proof of Employment/Ownership:</u></b> W4s and W9s are not accepted. You may upload a current W2 (with the last 4 digits of SSN redacted), a current pay stub or a current dated government business license/document listing the applicant as the owner. Documents cannot be more than a year old and must confirm the applicant is a W2 (not contracted/1099) employee of the business or confirm ownership. NASTF may request alternate proof of employment documents, such as an employment letter dated and signed by the official HR department of the corporation, identifying the applicant by name, employment dates, and current work location when necessary.</p> <p><b><u>Sole Proprietorships:</u></b> Permits/licenses would be accepted as PROOF OF OWNERSHIP if the applicant's name is clearly identified on the document. If you are not required to obtain permits/licenses, you could provide a redacted copy of your current Schedule C (Form 1040), Profit or Loss from Business (Sole Proprietorship) that is signed and dated as submitted to the IRS as PROOF OF OWNERSHIP.</p>	
<b>PROOF OF IDENTIFICATION</b> <b>*Only US or Canadian driver license will be accepted as proof of ID*</b>	
<p>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. <i>The security features must be clearly visible.</i></p> <p>In addition, if an applicant has a <b>"Federal Limits Apply"</b> or <b>"Limited Term"</b> 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.</p>	
<b>EINs/Business Documents</b>	
<p><b>United States:</b> Federal EIN field must be populated with the businesses 9-digit Federal Tax Identification Number <b>Canada:</b> EIN field must contain Business Number</p> <p><b><u>For Primary Account Business Licenses/Documents:</u></b> <b>For California:</b> 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 <b>California Bureau of Automotive Repair.</b></p> <p><b>For all other states and Locksmiths:</b> It is recommended to 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. Your state may not require a "General Business License." However, in most states a business must register with the state's Department of Revenue and file a business tax report which would be accepted.</p>	

**Sole Proprietorships:** be sure to acquire appropriate permits and licenses to operate legally. These permits/licenses would be accepted as business documents. If you are not required to obtain permits/licenses, you could provide a redacted copy of your current Schedule C (Form 1040), Profit or Loss from Business (Sole Proprietorship) that is signed and dated as submitted to the IRS. If operation crosses state lines, the business must be properly registered in all states.

## LOCKSMITH LICENSE

### Locations that require locksmiths to be registered/licensed.

[alabama.gov](http://alabama.gov) – State issued pocket card

[california.gov](http://california.gov) - DCA Pocket Card

[connecticut.gov](http://connecticut.gov) - Technician Certificate

[Illinois.gov](http://illinois.gov) - PERC card for each tech

[louisiana.gov](http://louisiana.gov)- Technician Certificate

[maryland.us](http://maryland.us) - Each tech must be registered with the state via an attachment employee list

[north carolina.org](http://north carolina.org) - Pocket card

[lasvegasnevada.gov](http://lasvegasnevada.gov) - Clark County Sheriff Registration Card

[new jersey.gov](http://new jersey.gov) - Technician Certificate for Primary VSPs. For additional accounts provide a copy of Primary Locksmith Certificate and Proof of Employment/Ownership

[new york city.gov](http://new york city.gov) **New York City** – Pocket card - All Boroughs

[oklahoma.gov](http://oklahoma.gov) - Technician Certificate; Does not expired but must identify current business information

[oregon.gov](http://oregon.gov) - Technician Certificate

[texas.gov](http://texas.gov) Each - Private Security Registration Card

[virginia.gov](http://virginia.gov) - State issued pocket card

**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](mailto: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 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](mailto: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

**It is important to evaluate your utilization of the Registry.**

- Register W2 employees/technicians as additional Primary or Subordinate VSPs.
- Do not share your **SDRM Credentials or vehicle security information** originated with information obtained with your SDRM Security Credentials with employees or staff.
- **Registered VSPs** must be **present** with **customers** and **vehicles** to verify ownership and legal possession before using vehicle security information or programming keys/devices

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
  - Usually, business owner or selected office support staff
- **PRIMARY VSP ACCOUNT**
  - Can access OE data and acquire vehicle security data as needed. Has managerial rights over Admin and Subordinate accounts
  - Usually, lead technician that assist in house technicians when data is needed but must be present with the vehicle being serviced

- Has administrative authority to assign secure custody and hand originated keys/devices via the D1Plus1 process to registered W2 VSPs
- May be assigned secure custody of originated keys/devices via the D1Plus1 process

- **SUBORDINATE VSP ACCOUNT**

- Can access OE data and acquire vehicle security data. Each Subordinate account needs to be aligned with a Primary VSP manager
- Usually, 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
- May be assigned secure custody of originated keys/devices via the D1Plus1 process
- **Sub-Accounts are only available in the US to W2 employees working in the US. All Canadian accounts are to be registered as Primary VSPs.**

- 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 <https://support.nastf.org/>

NASTF Support Center hours of operation are Monday through Friday, 9AM to 6PM Eastern Standard Time.