Manual Verification of Inspection

webSUB will electronically verify inspection; however, manual verification may be made when a valid inspection record is not available. Follow the steps below to manually verify inspection when prompted by the application.

The ability to manually verify inspection is given to agent locations by the county. To verify inspection manually, the Vehicle Inspection Report (VIR) must be provided by the customer.

Step 1. When prompted, ask the customer to provide their VIR and select “Yes.” Proceed to Step 2. If you select “No” you will be prompted to ask if the vehicle is out-of-state. If yes, proceed with renewal. If no, you will get an error message and the customer should be instructed to complete a passing inspection or provide their VIR.

Note: A customer may request a copy of their VIR from any inspection station.

Step 2. Verify from the VIR that the vehicle has a passing inspection and select “Yes.”

Note: If the vehicle does not have a passing inspection, and the VIN matches, there is no need to continue forward, instruct the customer to complete a passing inspection.

Step 3. Verify the VIN on the VIR matches the VIN on the renewal notice.

Step 4. Locate the Inspection date from the VIR and enter it into webSUB.

Note: The application will calculate whether the inspection meets the timeframe requirement and will not allow you to process the renewal if it does not.

Step 5. Locate the Inspection type from the VIR and select the same type in webSUB from the dropdown.

Step 6. Select “Continue”

Step 7. Select “Process and Print Sticker”.

Note: If the state’s portion of the inspection fee is due at time of renewal, webSUB will calculate the current amount due and include it in the total.
Sample VIR’s

Vehicle Inspection Connection (VIC)

Texas Department of Public Safety Vehicle Inspection Report

Vehicle Information

Station Information

Overall Result: Pass

Fees

Test Date/Time: 08/19/2014 09:50 PM
Inspection Type: SAFETY
Inspection Exp Date: 08/19/2015

Station Inspection Fee: $14.09
State Inspection Fee: $0.00
VIR Cost: $0.00
Repair Cost: $0.00

Total Cost: $14.09

Sample VIR for Emissions Counties

Sample VIR for Safety Counties

Inspection Fee Recalculation

When inspection is verified manually or electronically, the system will automatically calculate the inspection fee due based on the latest inspection. The following informational message will appear if the inspection fee has changed and processing may continue.

Renew Registration - Vehicle Record

FLOYD County Renewal

VEHICLE INSPECTION FEE RECALCULATED DUE TO UPDATED INSPECTION INFORMATION

<table>
<thead>
<tr>
<th>Vehicle Information</th>
<th>Fees Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Type: MCP</td>
<td>PLATE STICKER: 30.00</td>
</tr>
<tr>
<td>VIN: JKAZXDP18TA004154</td>
<td>REG FEE DPS: 1.00</td>
</tr>
<tr>
<td>Document Number: 2463936797091819</td>
<td>CNTY ROAD BRIDGE ADD-ON FEE: 10.00</td>
</tr>
<tr>
<td>Model Year: 2016</td>
<td>AUTOMATION FEE: 1.00</td>
</tr>
<tr>
<td>Make/Model: KAWK</td>
<td>INSPECTION FEE: 0.25</td>
</tr>
<tr>
<td>Expiration Date: 4/1/2016</td>
<td>Total: $50.25</td>
</tr>
</tbody>
</table>

Texas Department of Motor Vehicles

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