



Application for Self Inspection Program

Company Name _____

FEIN _____ Federal DOT number _____

Physical Office

Location _____

Phone number to office location _____

Physical Maintenance Facility Location _____

Phone number to maintenance location _____

Maintenance and Inspection Records Location _____

Self Inspection Requirements

- An IRS SS-4 with your company name and FEIN number is required to be submitted
- You must have at least 15 vehicles registered in the company name
- Current Delaware business license
- Corporation in Good Standing
- Company officer application must be completed
- Authorized company personnel must be completed
- All vehicles must be in the company name
- Delaware insurance card must contain company name
- All maintenance and inspection records must be maintained at the above listed address
- MV-517 and insurance must be submitted with each transaction
- All vehicles must have MGWR certification as outlined in Title 21.
- Vehicles with a MGWR that are less than 8,501 lbs. will require an emission test through Delaware DMV
- IRS Form 2290, Heavy Highway Vehicle Use Tax Schedule 1 must be submitted for vehicles registered at 55,000 lbs. and greater
- Three transactions are permitted at any DMV location front line for processing. All other work shall be processed by Fleet coordinator at the Dover DMV. You can reach the Fleet Coordinator 302.608.3094 or dot_selfinspectprogram@delaware.gov
- If the company physically moves location, you will be recertified