

# Ontario DriveON

## Ontario's Integrated Vehicle Safety and Emissions Inspection Program

### **IMMEDIATE ACTION REQUIRED:**

Some of the required documents may take a few weeks to obtain.

To prevent any delays in your application, please collect the required documents immediately.

**You will need to upload specific documents to complete enrolment.** Please have the required documentation completed and scanned prior to starting the enrolment process:

- Business number.
- Tax Compliance Certificate letter and Tax Compliance Verification (TCV) number
- Master Business Licence or Certificate of Registration
- Banking information (Account, Transit, Branch numbers)
- Vehicle Inspection Centre Insurance Certificate
- Ontario Motor Vehicle Industry Council (OMVIC) Licence (only applicable if you are a new/used vehicle dealer)
- Zoning Letter/Certificate

**NOTE:** The required documents must be legible scans, or your application may be rejected. Submitting illegible scans, or scans of the incorrect document, may result in a delay in the application process.

You will also be required to provide an attestation that your station meets the requirements to perform as a VIC in the DriveON program. **You will also be required to enter in the make, model, and serial number of certain tools.** Please have the following information available prior to starting the enrolment process:

- Headlight Aim Tester: make, model, and serial number
- Drum Measuring Device: make and model
- Steering & Suspension Measuring Device: make and model
- Rotor Measuring Device: make and model

## Business Number and Expiry Date

You will be required to provide your 9-digit Business Number (BN). Your business number and information can be found at: <https://www.fin.gov.on.ca/en/services>. The 9-digit Business Number (BN) can be found at the top of your Tax Compliance Verification (TCV) Certificate or Master Business License.

## Ontario Motor Vehicle Industry Council (OMVIC) Licence

If you sell vehicles, you will need to confirm that your business is registered, active, and provide your OMVIC Certificate Expiry Date.

Your licence information can be found on the Ministry OMVIC website at: <https://www.omvic.on.ca>.

## Tax Compliance Verification (TCV)

You must be in tax compliance before applying to become a Vehicle Inspection Centre. You must provide a copy of your Tax Compliance Verification Certificate letter and TCV number from the Ontario Ministry of Finance.

To obtain your tax compliance information and verify that your business is tax compliant, you must complete the [E-Services Registration](#) (<https://www.etax.fin.gov.on.ca/eServices/eServicesHome/RegisterOneKey?lang=en>). Use the [instructional video](#) (<https://www.youtube.com/watch?v=dSMzBv-fhKg&feature=youtu.be>) to help you through the steps below.

**IMPORTANT NOTE:** It can take 2-4 weeks to obtain your TCV after completing the application. **We highly recommend you begin this process immediately to avoid any enrolment delays.**

1. Complete the [E-Services Registration](#)
  - You will receive a web access code and a personal identification number by email.
2. Visit [One-key](#) to create an account or sign in using your existing credentials
3. From My Services, select E-Services
4. Enter the code and personal identification number (received in Step 1)
5. Select Tax Compliance Verification
6. Select Request TCV Number
7. Attach your FBC letter (if necessary) using the PDF available under **Alternate Format**
  - Your FBC letter must be the most recent version and in the original PDF format
  - Scanned images, JPGs and expired letters are not accepted
  - The PDF is available under Alternate format within your list of correspondence items in your [My Business Account](#).

## Insurance Requirements

Insurance requirements are detailed in the Ministry Performance Contract. You must upload a copy of your business Insurance Certificate.

The Insurance Certificate (1 page) must clearly state the following to be accepted:

- a) **Commercial General Liability** of not less than \$3 million per occurrence on property damage, bodily injury, and personal injury.
  - **Additional Insured** must read as follows: "Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation" as an Additional Insured on the Commercial General Liability coverage.
  - **Address for Additional Insured** for Minister of Transportation: 87 Sir William Hearst Avenue, Suite 211, Toronto, ON., M3M 0B5.
- b) **Standard Garage Liability** of not less than \$3 million per occurrence on property damage and bodily injury.
- c) **Legal Liability for Damage to Customer Vehicles** while in custody and control of not less than \$200,000 for collision and not less than \$300,000 for specified perils or comprehensive coverage.

***Please consider printing this section to provide to your insurance company.***

## Zoning Letter/Certificate

As part of the application process, you will be required to attest to and produce the Zoning Certificate that you have been issued from the Municipality you operate from. Please contact your local Municipality to acquire your copy if you do not have one. Contact Service Ontario to enquire further - [www.serviceontario.ca](http://www.serviceontario.ca).

8. Select **View Summary** to review compliance information

9. Download **TCV Certificate**

10. Provide an email address to receive alerts about your business' compliance status and bookmark this page for further reference.

\*For general questions, please contact ServiceOntario: at 416-326-1234 or Toll-free: 1-800-267-8097

## Master Business Licence / Certificate of Registration

Copies of either your Articles of Incorporation, Master Business License, or Certificate of Registration will need to be uploaded as part of the application process. Please go to <https://www.fin.gov.on.ca/en/services/> to attain a copy of your Master Business License or Certificate of Registration.

## Banking Information

Bank information will need to be provided to create a Preauthorized Debit Agreement (PAD). The following banking information is required:

- Bank name
- Name on account
- Branch name, address (city, province, postal code), and phone number
- Bank account information: (1) Transit number, (2) Financial institution number, (3) Bank account number

Please see the sample cheque below for the location of bank account information. You can also get your bank account information by logging into your banking website.

