

# How to Apply to Become a “Registered” Vehicle Security Professional through the VSP Registry

## The VSP Vehicle Security Professional “Registry”

### The Application Process:

To apply for inclusion in the “Registry” a VSP must:

- Download a Registry Application & User Agreement from the [Registry website](#)
- Carefully read the User Agreement (an integral part of the application) and the Terms & Conditions of Use (available on the VSP website).
- Complete the application in its entirety, including SIN#, Fed Tax ID and trades license information (where applicable).
- Provide proof of required insurance (details are in the application).
- Sign the completed application and attach any required documents along with the required fee.
- Mail the complete application package and all required supporting documentation to the VSP Registry Administrator at the address on the application (be sure to make photo copies of the entire application package).
- Within ten (10) days of receipt by the administrator, an e-mail message will be sent to you asking for you to participate in an online criminal record check process conducted by "Backcheck". This process also involves the applicant attending a Canada Post office anywhere in the country, and providing two pieces of valid picture identification to the Post Office as identified in the e-mail you received from "Backcheck". You will be notified by e-mail and telephone of your application status. (NOTE: applications without a permanent business address, proof of legitimate business operations, SIN#, Federal Tax ID and email account will not be considered)
- Acceptance into the Registry will result in issuance of a Vehicle Security Professional number (VSP#) and temporary password via your account email address. Instructions on managing your password and other account information are available on the VSP Registry website with general instructions on use of the Registry Administrative Website.
- If rejected, the applicant has the right to appeal within thirty (30) calendar days to the CASIS Executive Committee who may delegate that duty to the CASIS Vehicle Security Review Committee.

**IMPORTANT:** YOUR VSP# IS ASSOCIATED WITH YOUR NAME, YOUR SOCIAL INSURANCE NUMBER AND YOUR BUSINESS IDENTIFICATION. TRANSACTIONS FOR SECURITY-RELATED INFORMATION ARE LOGGED BY THE NATIONAL INSURANCE CRIME BUREAU AND MONITORED BY THE NATIONAL CRIME INFORMATION CENTER, AND ARE ACCESSED BY THE INSURANCE BUREAU OF CANADA. MISUSE OF YOUR VSP# IS DIRECTLY TRACEABLE BACK TO YOU.

**INAPPROPRIATE USE OF VSP#:** IT IS A VIOLATION OF THE REGISTRY TERMS & CONDITIONS OF USE TO SHARE YOUR VSP CREDENTIAL WITH ANYONE. IT IS ALSO A VIOLATION TO SHARE INFORMATION ACQUIRED WITH YOUR VSP# WITH OTHERS. VIOLATION OF THE REGISTRY TERMS & CONDITIONS OF USE WILL RESULT IN SUSPENSION OR REVOCATION OF YOUR VSP#.

The VSP “Registry” is the foundation of the Secure Data Release Model. It is a repository of secure, background checked Vehicle Security Professionals (VSP). A VSP is an automotive locksmith or repair technician who specializes in services that require use of security-related service information. These services include immobilizer resets, component replacements that require initialization of security systems and creation/registration of high security keys. Locksmiths and technicians who have a need to access automaker security-related service information can apply for inclusion in the Registry.

The VSP “Registry” process requires completion of a comprehensive application and submission to the VSP Registry Administrator. The Registry is administered by the National Automotive Trades Association (NATA). Trade association membership is not required to be included in the Registry.

Applicants to the Registry agree to undergo a background check and abide by the Registry Terms & Conditions of Use. Details can be found on the [VSP Registry Website](#).

Once accepted into the Registry, the VSP is issued a security credential know as an VSP# or Vehicle Security Professional identification number. With a valid VSP#, a Vehicle Security Professional has access to security related information from participating automaker service information websites and/or call centres. A valid VSP# and password is issued by the Registry for each individual authorized to access automaker security-related information. The VSP# and password is required for every service information transaction that involves security-related data.

## How VSP works

