

Scheduling an online appointment for a VIN inspection

1. Select where you would like your vehicle inspected
<http://www.wsp.wa.gov/traveler/vinspect.htm#schedule>
2. Click Schedule an appointment
3. Carefully read and agree to the **WSP VIN Inspection Terms and Conditions**. Click the box, “*I have read, understand and agree to the terms and conditions as stated above.*”
4. Select the calendar at the bottom of this page. More than one calendar at one location, ***Tacoma Calendar 1, Tacoma Calendar 2*** for example means multiple VIN officers are available at this location to assist you. Select one of these calendars. You may come back and select the other calendars to find a time that’s best for you.
5. Click Sign In in the upper right corner of the calendar program.
6. Create a login with a valid email (you will not be able to schedule an appointment without a valid e-mail address) and create a password (Record this information to allow you to log back in to change or cancel an appointment.)
7. Your paperwork from the licensing agent will let you know what type of inspection you need. Appointments are either 30 or 60 minutes depending on the amount of time needed. Select the type of inspection on the left side.
8. A calendar will pop up with the dates and times of scheduled appointments. Click the right arrow at the top of the calendar (next to “Week”) until you see a day with an available time slot indicated by a white box.
9. Click the box and it will bring up a window for you to add your information. A * indicates a required field. (*To help us help you, please put information in the “Reason for inspection/comments” box*).
10. Click the “Send email” box to so a confirmation is send to you.
11. Click “Create an Appointment”. Your name should appear in the time slot under the day you selected.
12. Check the inbox of your email server for a confirmation of the appointment. Record or save this information. You can cancel or modify appointment any time prior to 24 hours before you are scheduled to come in.