**Section 448.120 Forms, Records, and Reports**

a) All Certificates of Safety, forms, records, and reports which are required for the operation of an Official Testing Station shall be prescribed and furnished by the Section. They shall remain the property of the Department. All unissued Certificates of Safety, forms, completed records, and reports shall be kept in a secure place within the building which houses the Official Testing Station.

b) 1) The station owner shall mount in a prominent place, within the lane or immediately adjacent, a display board of sufficient size to contain the following items which will be immediately posted upon receipt:

A) The Official Testing Station Permit

B) The Certificate of each Certified Safety Tester

C) The Test Procedure Chart

D) The Lighting Devices and Reflectors Chart

E) The price list prescribed for the test fee and captioned "Price List"

F) The address and phone number of the Vehicle Inspection Section

2) The above items shall be covered and protected, either individually or as a group, by a transparent material to preserve their neat and legible appearance and also be readily visible to persons in the test lane area.

c) A Vehicle Inspection Report shall be completed for each Safety Test performed at the Station. If a Certificate of Safety is issued to the tested vehicle, then the completed Vehicle Inspection Report shall indicate the serial number of the Certificate issued by the Station as well as all other required information. If the tested has been rejected and has not returned to the Station at the end of 30 days, then the Vehicle Inspection Report for those vehicles shall be mailed to the Section in the following Monday's V.I.R. envelope.

1) A rejected vehicle that is returned for a retest to the original Official Testing Station within 30 days of the original safety test and rejection shall be retested free. Parts and labor may be assessed if defects are corrected. A Certificate of Safety shall be issued if the vehicle meets all test requirements.

2) A rejected vehicle that is returned for a retest to the original Official Testing Station after 30 days of the original safety test shall be assessed the appropriate test fees. A new Vehicle Inspection Report shall be completed and parts and labor may be assessed if defects are corrected. A Certificate of Safety shall be issued if the vehicle meets all test requirements.

3) A rejected vehicle that is returned for retest to the original Official Testing Station two or more times for retest shall be assessed each time the appropriate test fee. A Vehicle Inspection Report shall be completed and parts and labor may be assessed if defects are corrected. A Certificate of Safety shall be issued if the vehicle meets all test requirements.

4) If the driver of a rejected vehicle wishes to secure repairs elsewhere, he must be furnished one copy of Form No. SVI-1312 and advised that this form must be completed and mailed to the Vehicle Inspection Section if he has his vehicle retested at a different lane.

5) A rejected vehicle that is presented for retest to a station other than the original shall be assessed the appropriate test fee after completing an entire test. A Vehicle Inspection Report shall be completed and parts and labor may be assessed if defects are corrected. A Certificate of Safety shall be issued if the vehicle meets all test requirements.

6) The top copy of the Vehicle Inspection Report is to be held at the station until the following Monday. Each Monday the V.I.R.'s completed the preceding week should be mailed in the appropriate envelopes to the Department of Transportation, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764.

7) Give the second copy of the Vehicle Inspection Report to the driver.

d) The last copy of each completed Vehicle Inspection Report shall be filed in numerical order as determined by the serial numbers of the Certificates of Safety issued and shall be grouped according to the calendar month. Each completed Vehicle Inspection Report shall be preserved and protected in the Station premises for a period of not less than eighteen (18) successive months following the month of issuance of the Certificate. The station owner or his authorized employee shall be responsible for proper filing and preservation of the completed Vehicle Inspection Reports.

e) The monthly tabulation of testing operations for a calendar month shall be made by the Station owner or his authorized employee on the Monthly Station Report, Form No. MSR-1-76-T, and shall be mailed to the Section by the 10th day of the succeeding calendar month (See Section 448.100(c)(5)). A duplicate copy of the completed Monthly Station Report shall be filed and maintained with the respective calendar month group of Vehicle Inspection Reports at the Station. A Monthly Station Report shall be submitted to the Section for each calendar month that the Station has a permit, even if no vehicle tests were performed during said month.

f) All Certificates of Safety, forms, and completed reports stated in these Rules and Regulations remain the property of the Department and personnel of the Section shall have full access to inspection of these Certificates of Safety, forms, records, and completed reports during Station business hours. All Certificates of Safety, forms, records, and completed reports shall be surrendered immediately to the Department or its personnel if testing operations at the Station are discontinued, suspended, or revoked.

g) It shall be the responsibility of the owner to maintain a sufficient supply of all forms needed in the operation of the Official Testing Station. These forms may be obtained from the Department by submitting an order, Form No. SVI-1274. It will also be the owner's responsibility to ensure his employees utilize the proper forms.