



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

### ***The NASTF Vehicle Security Professional “Registry”***

The NASTF “Registry” is the foundation of the Secure Data Release Model; it is the 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 auto repair technicians who have a need to access automaker security-related service information can apply for inclusion in the Registry.

The NASTF “Registry” process requires completion of a comprehensive application and submission to the NASTF Registry Administrator. The Registry is administered by the Automotive Service Association (ASA). 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 NASTF Registry website at <http://nastf.org/i4a/pages/index.cfm?pageid=3532>

Once accepted into the Registry, the VSP is issued a security credential known as an LSID or Locksmith Identification number. With a valid LSID, a VSP has access to security related information from participating automaker service information websites and/or call centers. A valid LSID and password is issued by the Registry for each individual authorized to access automaker security-related information. The LSID and password is required for every service information transaction that involves security-related data.

## ***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 NASTF Registry website).
- Complete the application in its entirety, including SSN, Fed Tax ID and professional license information (where applicable).
- Provide proof of required insurance and bonding (details are in the application).
- Sign the completed application in the presence of an authorized notary public to notarize the application.
- Mail the notarized application form and all required supporting documentation to the NASTF Registry Administrator at the address on the application (be sure to make and retain photo copies of the entire application package).
- Within thirty (30) days of receipt by the administrator, a criminal background check will be performed and you will be notified by e-mail of your application status.
- (NOTE: applications without a permanent business address, proof of legitimate business operations, SSN, Federal Tax ID and email account will not be considered)
- Acceptance into the registry will result in issuance of a Locksmith Identification number (LSID) and temporary password via your account email address. Instructions on managing your password and other account information are available on the NASTF 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 NASTF Security Review Committee.

**IMPORTANT:** YOUR LSID IS ASSOCIATED WITH YOUR NAME, YOUR SOCIAL SECURITY 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. MISUSE OF YOUR LSID IS DIRECTLY TRACEABLE BACK TO YOU.

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