



# MARYLAND SAFETY EQUIPMENT REPAIR ORDER (MSP 157)

**INDEX CODE:** 1912  
**EFFECTIVE DATE:** 01-13-22

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**I. PURPOSE**

The primary method for completing Maryland Safety Equipment Repair Orders is to utilize the authorized Delta Plus/E-tix computer system. If this system is unavailable, the Maryland Safety Equipment Repair Order, MSP Form 157, is designed for use as a safety equipment repair order.

**II. INSTRUCTIONS FOR COMPLETING THE SAFETY EQUIPMENT REPAIR ORDER**

**A. Local #**

Enter the post number in which the violation occurred.

**B. Driver's License Number**

Enter the number from the operator's driver's license, including license class and state of issuance. If the operator's state has no classification system, enter "NONE". If the operator has no license, enter "NONE".

**C. Operator/Subject Name**

Enter the subject's full first, middle and last names. If a nonresident license depicts only initials for the first or middle name inquire as to the full name and record it.

**D. Vehicle Owner's Full Name**

Enter the full first, middle and last name of the vehicle's owner if different from the operator. If the same, enter "SAME".

**E. Current Address**

Verify the owner's address and enter the current street address, city, state and zip code. Do not use "no fixed address".

**F. Vehicle License Number**

Enter the vehicle license number and state of issuance as displayed on the registration plate attached to the vehicle. If no plate is displayed, enter the word NONE.

**G. Vehicle Make, Year, Type and Color**

Verify the vehicle information and record it in the appropriate blocks as described on the registration card. Record the basic color of the vehicle if multi-colored.

**H. Vehicle Serial Number (VIN)**

Verify the vehicle serial number and record it as indicated on the registration card and the VIN plate attached to the vehicle.

**I. Location**

Record the exact location of the violation including intersecting roadway.

**J. Operator/Owner Signature**

The operator or owner must provide their signature when issuing a safety equipment repair order. If they refuse, advise them that a Maryland Uniform Complaint and Citation will be issued if they fail to provide their signature. If they continue to refuse issue the citation in lieu of the repair order.

**K. Violations**

Check off the appropriate block(s). Multiple violations may be recorded on one document.

**L. Officer Signature**

The issuing officer must sign his/her name, print the name next to the signature and record their respective I.D. number.

**M. County, Agency and Station Codes**

Record the county as "AA", the county code as "02", the agency as "AC", and the agency code as "02". The station code will be entered as follow:

Headquarters/S.O.D./Community Relations/SRO	01
Northern District	02
Eastern District	03
Southern District	04
Western District	05
C.I.D./Narcotics	06
C.I.D.	07

**N. Inspection**

When requested to inspect a vehicle that was previously cited, and consequently repaired, verify that the violation is one for which an officer may inspect. These are indicated by an asterisk next to the violation. Officers will also verify that the V.I.N. on the S.E.R.O. matches the vehicle being inspected. If satisfied that the repair was made in accordance with the law, the S.E.R.O may be signed off on using the authorized Delta Plus/E-tix computer system or by completing the designated blocks at the bottom of the repair order form.

**III. PROPONENT UNIT:** Traffic Safety Section.

**IV. CANCELLATION:** This written directive cancels Index Code 1912 dated *01-02-19*.