

# INTRODUCTION

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The Michigan Department of State's Bureau of Regulatory Services (BRS) licenses and regulates Michigan's motor vehicle repair facilities and mechanics. BRS has prepared this Repair Facility Manual to provide repair facility owners, operators and employees with information about the requirements of the *Motor Vehicle Service and Repair Act* and the rules promulgated pursuant to that Act. The manual is also designed to provide instructions on keeping and maintaining records.

This manual can be printed or downloaded. **The Michigan Department of State no longer distributes this manual in a printed format.** As laws are updated, revisions are made on the Web site, [www.Michigan.gov/sos](http://www.Michigan.gov/sos). Click on "Services to Businesses," then "Repair Facility Manual by Chapter." Revision dates are included for comparison.

PLEASE KEEP A COPY OF THIS MANUAL HANDY AND READ THE PERTINENT SECTIONS WHEN QUESTIONS ARISE. All Michigan repair facilities should be familiar with the laws and regulations which govern their business. If questions arise, check this manual first. It is written in an easy-to-follow format, with information arranged by topic, and with an index and a glossary of terms. If still in doubt, refer to the Act and the administrative rules promulgated pursuant to the Act.

The text of this manual is not protected by copyright. Anyone is free to reproduce the manual or any part of it, as needed.

If you have a question about any aspect of this manual, contact:

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*NOTE: If there is a conflict between the language of this manual and Michigan law, the law will prevail. Please refer to the specific law or consult with an attorney where any conflict is perceived or encountered. Because of limitations of space, this manual only highlights the basic requirements for motor vehicle repair facilities and does not attempt to identify or explain every requirement of applicable statutes, rules or policies.*