

**PROCEDURE FOR FILING APPLICATION FOR LIMOUSINE AUTHORITY
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
Limousine Regulatory Services – B425
425 West Ottawa, P.O. Box 30050
Lansing, Michigan 48909**

Public Act 271 is the act which regulates persons who transport passengers by limousines. A limousine is described as any motor vehicle, regardless of body style, having a seating capacity of 1-15 passengers, including the driver. Any business entity that assesses a fee, monetary or otherwise, directly or indirectly, for the transportation of passengers (including transportation of medical patients) is operating as a motor carrier. Act 271 states that a motor carrier of passengers will not operate upon any public highway without first having made application and obtained a Certificate of Authority from the Department.

1. APPLICANT INFORMATION

The applicant must completely fill out the Applicant Information. Failure to provide the requested information may result in the return or delay of your application. This applicant information **must** also include the following:

- a) Certified copy of applicant's Articles of Incorporation or certified copy of applicant's Certificate to Conduct Business under an Assumed Name, or Articles of Co-partnership (if applicable), or
- b) Certified copy of applicant's Certificate to Conduct Business in Michigan (if incorporated in a state other than Michigan). If needed, please contact the Corporations & Securities Bureau at (517) 241-6400.

A complete application consists of four parts; an application, equipment vehicle roster, vehicle safety inspection form(s), and the insurance company submitted insurance form(s).

Mail all forms and fees to: Michigan Department of Transportation, Regulatory Unit B-425, P.O. Box 30050, 425 W. Ottawa, Lansing, MI 48909.

2. VEHICLE SAFETY INSPECTION

Each limousine must pass an annual safety inspection by a currently certified mechanic (see requirements below) at a registered repair facility on an MDOT form 3049 or 3049E. If there is more than one vehicle, each vehicle requires its own inspection form. If a vehicle does NOT pass the inspection, it must be repaired and re-inspected as necessary to pass an inspection. Vehicles that fail the inspection cannot be registered. Every passed inspection is valid for one (1) year. Copies of the vehicle safety inspection form can be received by calling (517) 241-0679 or (517) 241-0680 or printed from MDOT's limousine web site.

Note: Any person who shall utter and publish as true, any false, forged, altered or counterfeit document, form or decal shall be guilty of a felony, punishable by imprisonment in the state prison for not more that 14 years (MCL 750.248-9).

3. VEHICLE EQUIPMENT ROSTER

Submit a list of equipment (vehicles) to be operated by the Applicant under the issued Authority. Any vehicle(s) listed on the vehicle roster must have passed the required inspection before an Authority will be issued.

