



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

**TO: MICHIGAN CERTIFICATED INTRASTATE LIMOUSINE CARRIERS**

**RE: 2012 Limousine Renewal**

إذا كنت بحاجة للمساعدة لترجمة هذه التعليمات نظرا لعدم معرفتك اللغة الانجليزية يمكنك الاتصال على الرقم

التالي 517-324-2285

**OFFICE HOURS: REGULAR BUSINESS HOURS Monday-Friday 8:00-4:00**  
**WALK-IN APPOINTMENTS WILL NOT BE AVAILABLE FROM JANUARY 3, 2012**  
**THROUGH MARCH 23, 2012**

**M•DOT CERTIFICATED LIMOUSINE CARRIERS** are required to submit an annual renewal/registration fee to obtain the 2012 decals. This fee is \$50 for each limousine in your fleet that is used to provide transportation of passengers for hire under your certificate. All vehicles must have a current valid annual inspection. Any vehicle acquired or leased, regardless of circumstances, after your annual filing, is required to be inspected, insured, and the registration fee paid, prior to placing the vehicle into revenue service.

The period to renew your decal(s) is January 3, 2012 through February 29, 2012. Updates to the enclosed form(s) and payment of fees are required by law. **The Certificate of Authority of any carrier operating without compliance to the conditions set forth after March 1, 2012 will be revoked pursuant to Public Act 271.**

**THIS WILL BE THE ONLY NOTICE OF REGISTRATION RENEWAL YOU WILL RECEIVE FROM MDOT. NO FURTHER REMINDERS OF ANY KIND WILL BE SENT. All renewal packets not returned to MDOT by the United States Postal Service will be deemed to be “delivered” and any reasons for non-delivery or receipt will not be accepted.**

**Important Instructions:**

1. **Address Verifications** – Please be sure to make any address corrections on the registration and safety inspection roster sheet. We will be using this address to mail out your renewal decals. If you **fail to notify** us of your change of address and you do not receive your renewal decal we will **not** be responsible for issuing a new decal without you paying the required fee. There will be **no exceptions**.

2. **Safety Inspections** – Provide **complete** safety inspection information for each vehicle if **highlighted**. All **new vehicles** inspections must be an original copy and accompanied by a proof of insurance. Registrations will not be processed unless a safety inspection has been completed within the previous 12 months.
3. **Payment** – Payment of \$50 per vehicle for your annual registration is required. Checks must be made payable to the “State of Michigan” and 2012 Limousine Registration noted in the comment field. Please note: **Beginning in 2013**, any vehicle listed on the Limousine Registration and Safety Inspections form that has not completed and passed an annual safety inspection will **not** be registered for at the \$50 fee. These vehicles shall require the payment of a fee of \$500 for each vehicle upon a satisfactory inspection prior to the registration being renewed. **See the enclosed guidance document included with this packet for more information regarding the \$500 fee.**

**Mail completed form(s) and payment to:**  
Michigan Department of Transportation  
Limousine Unit – Passenger Transportation  
P.O. Box 30648 – 425 W. Ottawa Street  
Lansing, MI 48909

4. **Review your current vehicle registrations and needs for 2012** – Review the roster titled “Limousine Registrations and Safety Inspections”, make any changes to the information (including your address, telephone number, and license plate numbers), and cross out any vehicles which have been retired from your fleet and indicate whether they are sold or out of service. Please return this list to the address listed in #3. Also, you will need to photocopy this list for your records. The 2012 decal color has changed and will only contain the date the decal will expire. Carriers must remove the decal prior to losing control of the vehicle, i.e., sold, lease expired, etc. and return it to us.
5. **As stated above** – if the address that we have on file is incorrect, and/or you do not send in your renewal fees **postmarked by February 29, 2012**, we **must** revoke your Certificate of Authority. You will be required to pay the reinstatement fee of \$300.00 as well as the decal fee of \$50.00 per vehicle and there will be **no exceptions** to this requirement. It is your responsibility to make sure that we have your current address on file at all times.

**TO INSURE PROCESSING OF YOUR RENEWAL PACKET BY  
FEBRUARY 29, 2012 YOUR 2012 RENEWAL PAPERWORK AND FEES MUST  
BE RECEIVED IN OUR OFFICE BY FEBRUARY 15, 2012**

## RENEWAL HINTS FOR FASTER PROCESSING

- **File your renewal early.** ALL paperwork is processed in the order in which it is received.
- Only **original** inspection forms will be accepted – **no copies will be processed.**
- Any incomplete or un-acceptable forms will be returned to you by U.S. mail for completion or correction. This will result in a delay in issuing your decal.
- All changes must be made on the vehicle roster supplied. A reason is needed to delete a vehicle, for example, you need to specify if it is sold or out of service. **Do not just cross off vehicle.**
- Double-check your fleet numbers so that you do not have duplicates.
- No decals will be sent Fed Express, or overnight, therefore **do not** send a prepaid envelope, it will be discarded.
- **Review the forms prior to mailing**
  - (1) Check for completion and submission of all required information.
  - (2) Check for correction or deletions to preprinted vehicle equipment roster.
  - (3) Use the blank roster form for addition of new vehicles that are not on the preprinted roster, you can find that form on our web site.
  - (4) Be sure to include your fees.
  - (5) Make sure you have **your correct address** on the forms!
- Keep a copy of all documents for your file.

**Any companies without valid decals or incomplete information will be revoked effective March 1, 2012. Those seeking reinstatement of an authority which has been revoked for non-renewal, will be charged a \$300 filing fee for reinstatement in addition to the limo registration fees.**

All forms can be found on our web site [www.michigan.gov/mdot](http://www.michigan.gov/mdot) select “Rail and Public Transit” on the left of the page, select “Bus and Limo Licensing” under Passenger Transportation Division.

ANY QUESTIONS PLEASE CALL 517-241-0679 or 517-241-0680

