



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

April 2015

Dealer Bulletin: Selecting Designated Branches

To All Michigan New and Used Vehicle Dealers:

Effective June 29, 2015 Michigan vehicle dealers will be required to submit RD-108 title and registration applications through designated Secretary of State branch offices. Dealers who fail to submit a Dealer Selection for Designated Branch Offices form can expect their transactions not to be processed. Dealers can designate up to three branch offices to submit transactions with one of these branches appointed to purchase BFS-4 15-day temporary registrations.

The attached Dealer Selection for Designated Branch Offices form must:

- Be completed indicating at least one branch office selection (see enclosed branch office listing).
- Include the branch number(s) and select as the first choice the branch where BFS-4 **temporary registrations** will be purchased.
- Be signed by a corporate officer or owner of the dealership.
- Be completed and returned no later than May 22, 2015.

CVR dealers may designate SOS branches for processing RD-108 transactions not permissible to process under CVR program standards.

Included is Appendix B of the Michigan Dealer Manual where you will find a current listing of Secretary of State branch offices by city including the designated branch number.

You can also access this list by visiting the Secretary of State website and following the links under Automotive Related Businesses, Information for Dealers and clicking on the Dealer Manual link at the following website address:

http://michigan.gov/sos/0,1607,7-127-49534_50304_50483-74113--,00.html

When selecting up to three SOS branch offices you may wish to consider selecting at least one SOS instant title branch office and an SOS branch office with hours on Saturday.

You may send the completed Dealer Selection for Designated Branch Offices forms by e-mail attachment to: licensing@michigan.gov.

Or, you may fax the form to: (517) 335-2810

A Dealer Selection for Designated Branch Offices form can be accessed on the department's website under the Publications and Forms page and then by clicking on the Dealer Forms link at the following SOS website address:

http://michigan.gov/sos/0,4670,7-127-49534_50304---,00.html

Note: A vehicle dealer may only change SOS branch office designations one time each calendar year by submitting the Dealer Selection for Designated Branch Offices unless special circumstances are present (e.g., branch closure, dealer change of address, etc.) This includes designated branch changes at renewal time. Special requests will be evaluated on a case-by-case basis.

If you have questions regarding this bulletin or any other questions relating to dealer requirements, please contact the Business Regulation Section at (888) SOS-MICH. In addition, the Dealer Manual is available online at www.michigan.gov/sos.