



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Dear Requester:

You recently requested information regarding the requirements for obtaining a vehicle dealer license in Michigan. In response to your request, we have enclosed the following materials:

1. Instruction Booklet.
2. Uniform Vehicle Dealer Surety Bond form.
3. Zoning Approval Form signed within 90 days of receipt of application by the zoning authority.
4. Municipality Approval Form signed within 90 days of receipt of application by the municipality authority.
5. Dealer Selection for Designated Branch Offices.
6. Original Vehicle Dealer License Application.
7. Application for a Michigan Repair Facility Registration. (You may use the Repair Facility Agreement form instead.)
8. Livescan Fingerprint Background Check Request (RI-030).
9. A chart of application requirements for each classification, which is on the back of this letter.

Effective March 20, 2019, all applicants requesting an original used or second-hand vehicle license (Class B) must have attended pre-licensing dealer training within a 6-month period prior to the application date. The dealer training schedule can be found on our website at www.Michigan.gov/DealerTraining.

Please read the instruction booklet carefully. Not all classifications are compatible. Select the classification(s), which apply to your intended business operation. A pre-license inspection of the business location will be conducted prior to a license being issued for all Class B and Class W applications. The business address must meet the established place of business requirements (see page 8, item 10 of the instruction booklet).

Please complete the application and related materials carefully and mail them with all required documents and fees to: Michigan Department of State, Business Licensing Section, Lansing, MI 48918. Before mailing your application, please review the checklist on page 5 of the application.

The speed with which we are able to process your application depends almost entirely upon the completeness and accuracy of the application and related materials. You may contact us at 1-888-SOS-MICH (1-888-767-6424) or licensing@michigan.gov if you have any questions regarding the application process. Please be aware that all applications are subject to review and investigation.

Sincerely,

Business Licensing Section

Enclosures
(Rev. 03/2019)