

# Issuing a BFS-4 from CARS e-Services

When Issuing a BFS-4 the \$1 fee will still be applicable. This fee will be paid at the end of the online process. The options for payment will be by either:

- Credit Card
- Electronic Check
- EFT (instructions below)

Provided below are the user friendly step by step instructions on how to issue a BFS-4 through CARS e-Services.

The screenshot shows the Michigan Department of State CARS e-Services interface for BFS-4 Issuance. The page title is "Michigan Department of State" with navigation links for Home, MI.gov, FAQs, and Contact Us. The breadcrumb trail is "Home > Home > Dealer > 15 - Day Temporary Permit Issuance". The main heading is "BFS-4 Issuance". The form is titled "VEHICLE DETAILS" and contains the following fields:

- Vehicle Id**: A dropdown menu.
- Enter the vehicle identification number**: A section with two input fields:
  - Vehicle Id**: Contains "1G...55".
  - Re-enter VIN**: Contains "1G...55".
- Enter the vehicle date of delivery**: A date picker field containing "18-Dec-2018".

At the bottom of the form, there are buttons for "Save Draft", "Cancel", "Previous", and "Next".

1. Once you have clicked on the link to issue a BFS-4, enter the complete VIN.
2. Re-enter the VIN to verify that the correct VIN is entered.
3. Enter the date of delivery.
4. Click Next

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15 - Day Temporary Permit Issuance

Home > Home > Dealer > 15 - Day Temporary Permit Issuance

**BFS-4 Issuance**

**VEHICLE DETAILS**

Vehicle Id

Vehicle Details

**VEHICLE DETAILS**

Vehicle Details

Review the following vehicle information that was returned for Vehicle Id

**Year:** 2012  
**Make:** CHEVROLET  
**Model:** TAHOE K1500  
**Body Style:** Station Wagon  
**Vehicle Type:** Passenger

Enter a Different VIN

Would you like to override the vehicle type and/or body style?

\* Yes No

Save Draft Cancel

Previous Next

1. Confirm the Vehicle information.
2. Indicate whether you wish to override the vehicle's body style. (Body styles may vary from state to state or if there may have been a previous error it will need corrected) If an override is needed then you will be asked to enter the body style and vehicle type

Would you like to override the vehicle type and/or body style?

Yes No

Body Style

Station Wagon ▼

Vehicle Type

Passenger ▼

Enter a Different VIN

3. Click Next.

1. Indicate whether the purchaser is a business
2. Enter the Purchaser's name, date of birth, ID type, and Driver License Number
3. Click Next

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**BFS-4 Issuance**

**VEHICLE DETAILS**

Vehicle Id

Vehicle Details

**OWNER**

Owners

Owners

**OWNERS**

Owner Info

Owner

Enter information about the purchaser, owner, or lessee

Is the purchaser a business?

Yes No

Enter owner or lessee name and Id information

First Name Middle Name Last Name Suffix

JOHN [ ] DOE [ ]

Date of Birth

01-JAN-1970 [ ]

Id Type

Michigan Driver's License [ ]

Enter the Driver License Number

D 111 111 111 111

Save Draft Cancel

Previous Next

1. Enter the Address for the Purchaser
2. CARS e-Services directly verifies addresses with the USPS so the address must be valid to pass the verification.

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**BFS-4 Issuance**

**VEHICLE DETAILS**

Vehicle Id

Vehicle Details

**OWNER**

Owners

Owners

**OWNERS**

Owner Info Address

Owner

Address

Street 1144 ABCDEFG STREET Unit Type Unit

Street 2 City LANSING

State MICHIGAN Zip 48906- Verify Address

⚠ You must verify the entered address to continue

Save Draft Cancel < Previous Next >

1. The system will ask you to validate the address. If an invalid address is entered, you will be asked to validate your entry and then press enter.

The screenshot displays the Michigan Department of State website interface. At the top, the Michigan Department of State logo and name are visible, along with navigation links for Home, MI.gov, FAQs, and Contact Us. The current page is titled "15 - Day Temporary Permit Issuance" and includes a breadcrumb trail: Home > Home > Dealer > 15 - Day Temporary Permit Issuance. The main content area is titled "BFS-4 Issuance" and features an "Address Search" form. The form includes fields for Country (USA), Street (1144 ABCDEFG STREET), City (LANSING), and County. A "Multi-Line" option and an "Unverified" status are also present. A modal dialog box is overlaid on the form, displaying an information icon and the message: "No valid address was found. Please verify input and revalidate." with an "OK" button. Below the form, a warning message states: "You must verify the entered address to continue." At the bottom of the page, there are buttons for "Save Draft", "Cancel", "Previous", and "Next".

1. CARS e-Services will confirm whether you want to select an unverified address. The address may be new and not validated through the US Postal Service.

The screenshot displays the Michigan Department of State's online portal for a 15-Day Temporary Permit Issuance. The main form is titled "BFS-4 Issuance" and includes an "Address Search" section. The address entered is "1144 ABCDEFG STREET, LANSING, MI 48906-0000". A red "Unverified" status is shown next to the address. A "Select Verified Address" dialog box is open, showing the address as "As Entered" with a "Select this address" link. A second dialog box asks, "Are you sure you want to select an unverified address?" with "Yes" and "No" options. The page includes navigation links like "Home", "ML.gov", "FAQs", and "Contact Us", and a "Toggle Log" button in the top right corner.

1. If there is more than one titled owner you will need to add the additional owner to the ownership information so they can be added to the BFS-4 being issued.
2. Confirm that the information matches what is listed on the RD-108.

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15 - Day Temporary Permit Issuance

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**BFS-4 Issuance**

**VEHICLE DETAILS**

Vehicle Id

Vehicle Details

**OWNER**

Owners

JOHN DOE

Additional Owner

Owners

Would you like to add an additional vehicle owner?

Yes No

Save Draft Cancel

Previous Next

1. Confirm that the information matches what is listed on the RD-108.

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**BFS-4 Issuance**

**VEHICLE DETAILS**

Vehicle Id  
Vehicle Details

**OWNER**

Owners  
JOHN DOE  
Additional Owner

**PERMIT**

Permit Preview

**PERMIT**

Permit Preview

**Vehicle Details**

Vehicle Id: 1G [REDACTED] 955  
Year: 2012  
Make: CHEVROLET  
Model: TAHOE K1500  
Vehicle Type: Passenger  
Body Style: Station Wagon

**Dealer Information**

Name: GENERAL RV CENTER INC  
Address: 25000 ASSEMBLY PARK DR WIXOM MI 48393  
Dealer Number: / [REDACTED]

**Issued and Expiration Dates**

Date of Delivery: 18-Dec-2018  
Expiration Date: 02-Jan-2019

**Ownership Information**

Owner/Lessee Name	Owner Address	Business Owned?
JOHN DOE	1144 ABCDEFG STREET LANSING MI 4890	

Save Draft Cancel < Previous Next >

1. Confirm the \$1.00 Fee for the BFS-4 Temporary Registration Permit

The screenshot displays the Michigan Department of State website interface for the '15 - Day Temporary Permit Issuance' process. The page is titled 'BFS-4 Issuance' and features a sidebar with navigation options: 'VEHICLE DETAILS' (Vehicle Id, Vehicle Details), 'OWNER' (Owners: JOHN DOE, Additional Owner), and 'PERMIT' (Permit Preview, Fee). The main content area is divided into 'PERMIT' and 'Fee Summary' sections. The 'Fee Summary' section shows a 'Dealer Fees' table with one entry: 'BFS-4 Issuance Fee' with a value of 1.00. The 'Total Fees' is displayed as 1.00 in a text input field. At the bottom, there are 'Save Draft', 'Cancel', 'Previous', and 'Next' buttons.

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**BFS-4 Issuance**

**VEHICLE DETAILS**

- Vehicle Id
- Vehicle Details

**OWNER**

- Owners: JOHN DOE
- Additional Owner

**PERMIT**

- Permit Preview
- Fee

**PERMIT**

Fee

**Fee Summary**

**Dealer Fees**

BFS-4 Issuance Fee	1.00
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Total Fees: 1.00

Save Draft Cancel < Previous Next >

1. If the information is not correct you may go to the previous screen to make corrections or select submit to continue.

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15 - Day Temporary Permit Issuance

Home > Home > Dealer > 15 - Day Temporary Permit Issuance

**BFS-4 Issuance**

VEHICLE DETAILS	SUMMARY
Vehicle Id	Vehicle Id : 1G1 [REDACTED] 55
Vehicle Details	Vehicle Description : 2012 TAHOE K1500 Station Wagon
<b>OWNER</b>	Dealer Name : GENERAL RV CENTER INC
Owners	Dealer Address : 25000 ASSEMBLY PARK DR WIXOM MI 48393
JOHN DOE	Dealer Number : A [REDACTED]
Additional Owner	BFS-4 Issue Date : 18-Dec-2018
<b>PERMIT</b>	BFS-4 Expiration Date : 02-Jan-2019
Permit Preview	Owners/Lessees : JOHN DOE
Fees: \$1.00	
<b>Summary</b>	

Save Draft | Cancel | < Previous | Submit

1. If you have more purchases to make, you may select “I have more to do before I checkout.”
2. If you have completed the purchase, select “Checkout.”

The screenshot shows the Michigan Department of State website's checkout interface. At the top, there is a navigation bar with the Michigan Department of State logo and name, and links for Home, MI.gov, FAQs, and Contact Us. Below this is a dark green header with a menu icon, Home, a shopping cart icon with 'Items: 1', a settings gear icon, and a lock icon. A breadcrumb trail reads: Home > Home > Dealer > 15 - Day Temporary Permit Issuance > Checkout. The main content area is split into two columns: 'Items' and 'Payment'. The 'Items' column shows a table with one item: GENERAL RV CENTER INC, Dealer A [redacted], 15 - Day Temporary Permit Issuance, \$1.00, and a Delete link. The 'Payment' column shows 'Due Now: \$1.00' and two buttons: 'Checkout' and 'I have more to do before I checkout'.

Items		Payment	
GENERAL RV CENTER INC Dealer A [redacted]		Due Now:	\$1.00
15 - Day Temporary Permit Issuance	\$1.00	Checkout	
	Delete	I have more to do before I checkout	

1. Select your payment option.
2. An additional option will be displayed if EFT has been set up for the Dealership.

The screenshot displays the Michigan Department of State's online portal. At the top, the Michigan logo and 'Michigan Department of State' are visible, along with navigation links for Home, MI.gov, FAQs, and Contact Us. Below this is a green navigation bar with 'Home', 'Items: 1', 'Settings', and a lock icon. A breadcrumb trail shows the path: Home > Home > Dealer > 15 - Day Temporary Permit Issuance > Checkout.

The main content area is divided into two sections: 'Items' and 'Payment'. The 'Items' section shows a table with one item: 'GENERAL RV CENTER INC' (Dealer A [redacted]) for '15 - Day Temporary Permit Issuance' priced at \$1.00, with a 'Delete' button. The 'Payment' section shows 'Due Now: \$1.00' and two buttons: 'Checkout' and 'I have more to do before I checkout'.

A modal dialog box titled 'Fee' is overlaid on the page. It contains the following text:  
Please select a payment method  
 Pay Using a Credit Card  
 Pay From a Checking Account  
A credit card payment processing fee of 0.02 will be added to this transaction.  
When using the credit card payment method, you agree to pay the full amount of 1.02 which includes this credit card processing fee.  
You will be redirected to the State of Michigan's Central Electronic Payment Authorization System (CEPAS) Payment Module to enter your credit card information for processing. After your credit card transaction has been successfully completed, do not close the Internet browser window from the CEPAS website. You will be automatically redirected back to the Michigan E-Services website to complete your transaction. The Michigan E-Services system does not store personal credit card information.  
Buttons for 'OK' and 'Cancel' are at the bottom.

1. To begin the payment process, select "Next."



Jocelyn Benson, Secretary of State  
Department of State



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**Payment Method**

**Secretary of State Online Payment Request**

Welcome to the CEPAS Credit Card Processing Payment Module for the Secretary of State.  
This process is being used as a secure means of processing credit card authorizations.  
Payment may be made with an electronic check (Echeck) or a valid Visa, MasterCard, or Discover credit card.  
To begin the payment process, click on "NEXT" in the box below.

\* Indicates required field

Choose method of payment

Pay by credit card

  

[Back](#) [Next](#) [Exit](#)

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1. Enter Credit Card Information
2. Select Next

**Payment Information**

**Secretary of State Online Payment Request**

Your name and account information are required.  
To continue the payment process, click on "NEXT" in the box below.

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
First Name:	John
M.I.:	
Last Name:	Doe
*Street Line 1:	430 W Allegan Street
Street Line 2:	
City:	Lansing
State:	Michigan
*Zip:	85284
Country:	UNITED STATES
Phone:	
E-Mail:	

Payment Details	
*Payment Amount:	1.02 USD

Payment Method	
*Name on Card:	John Doe
*Card Number:	4387755555555550
*Expiration Date:	Month: 05
	Year: 2023

[Back](#) [Next](#) [Exit](#)

1. Confirm Accuracy
2. Select "Pay Now."

 <b>Department of State</b> Ruth Johnson, Secretary of State	 <b>MICHIGAN.GOV</b> Michigan's Official Website
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**Payment Review**

**Secretary of State Online Payment Request**

To confirm all payment information, click "Pay Now".

<b>Address</b>
Billing Address: John Doe 430 W Allegan Street Lansing, MI 48284
<b>Payment Method</b>
Credit Card  John Doe x5550 05/23
<b>Payment Amount</b>
Amount: 1.02 USD
Total: 1.02 USD

[Back](#) [Pay Now](#) [Exit](#)

1. Transaction will confirm that it has been processed.
2. Select "Print Receipt."

The screenshot displays the Michigan Department of State website interface. At the top, there is a navigation bar with the Michigan Department of State logo and name, and links for Home, MI.gov, FAQs, and Contact Us. Below this is a secondary navigation bar with Home, Settings, and Log Off. The main content area shows a breadcrumb trail: Home > Dealer > 15 - Day Temporary Permit Issuance > Checkout. The page is divided into two main sections: Items and Status. The Items section shows a transaction for GENERAL RV CENTER INC, Dealer A, with a 15 - Day Temporary Permit Issuance for \$1.00. The Status section shows a green checkmark and the word "Processed", with submission and processing times of 19-Dec-2018 15:13. A Payment section shows the amount of \$1.00, a convenience fee of \$0.02, and a total paid of \$1.02. A green button labeled "Print Receipt" is located at the bottom right of the payment section.

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Home Settings Log Off

Home > Dealer > 15 - Day Temporary Permit Issuance > Checkout

**Items**

GENERAL RV CENTER INC Dealer A	
15 - Day Temporary Permit Issuance	\$1.00

**Status**

✓ **Processed**

Submitted 19-Dec-2018 15:13  
Processed 19-Dec-2018 15:13

**Payment**

Amount:	\$1.00
Convenience Fee:	\$0.02
Total Paid:	\$1.02

Print Receipt

1. Return to the Dealer Screen by selecting the Dealer hyperlink that is to the right of the Home hyperlink on the top left.
2. CARS e-Services will state that you have 1 Unread Letter in the Account Alerts section.

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Dealer Settings Log Off

Home > Dealer

**Account**  
 GENERAL RV CENTER INC  
 800175877  
 Dealer  
 A [REDACTED]  
 Balance: \$0.00

**Account Alerts**  
 1 unread letter

**I Want To**  
 Manage Bank Account

1. The system is designed so that you may view multiple items at once so no matter how many BFS-4s were issued select the “View Multiple” option to view permits obtained.

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Letters Settings Log Off

Home > Dealer > Letters

**Letters** Mark All As Read View Multiple

1 hidden

Filter

Sent	Type	Letter Id	Period

1. Select the hyperlink for the 15 Day Temporary Registration, next to the date.

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View Multiple Letters Settings Log Off

Home > Dealer > Letters > View Multiple Letters

Select Letters All Unread None

Filter

Sent	Type	Letter Id	Period
<a href="#">19-Dec-2018</a>	15 Day Temporary Permit BFS-4	L0000569902	

OK Cancel

1. The BFS-4 Temporary Registration Permit is Displayed
2. Print the Permit.
3. Cut the permit along the perforated lines.
4. Affix the BFS-4 Temporary Registration Permit to the vehicle. The new BFS-4 can be displayed in the rear window OR where a license plate is typically affixed to a vehicle
5. Give the Temporary Registration to the Purchaser
6. The Dealer keeps the Dealer Copy in the Deal Jacket.

		<h1>MICHIGAN</h1>	
<p>15-Day Temporary Permit</p>			
<h1>C6379001</h1>			
<p>EXP: Jan 17, 2019</p>			
<p><b>VIN:</b> 1GCSKPE04AZ218511</p>		<p>2010 CHEVROLET SILVERADO</p>	
<p>Misuse of this permit is a felony</p>			
<p>Michigan Temporary Registration</p>		<p>Dealer Copy</p>	
<p><b>Permit #:</b> C6379001</p>	<p><b>VIN:</b> 1G [REDACTED] 1</p>	<p><b>Permit #:</b> C6379001</p>	<p><b>VIN:</b> 1G [REDACTED] 511</p>
<p><b>Issued:</b> 01/02/2019</p>	<p><b>Year:</b> 2010</p>	<p><b>Issued:</b> 01/02/2019</p>	<p><b>Year:</b> 2010</p>
<p><b>Expires:</b> 01/17/2019</p>	<p><b>Make:</b> CHEVROLET</p>	<p><b>Expires:</b> 01/17/2019</p>	<p><b>Make:</b> CHEVROLET</p>
<p><b>Dealer #:</b> [REDACTED]</p>	<p><b>Model:</b> SILVERADO</p>	<p><b>Model:</b> SILVERADO</p>	
<p><b>Dealer:</b> COOK EQUIPMENT COMPANY</p>			
<p><b>Owner(s):</b> JAMES SMITH</p>			
<p>2520 KENOWA AVE [REDACTED] 4-1163</p>			

## **Important Things to Remember**

The BFS-4 serialized number is tied direct to the vehicle record. Once issued, the information is immediately entered into the Law Enforcement Information Network.

Law Enforcement can query the serialized number from a patrol vehicle and determine whether the BFS-4 was issued for the vehicle in question.

Duplicates can be printed. However, the expiration date never changes.

If you are having difficulty getting the permit to print, the Purchaser may drive on the RD-108. However, the serialized number **MUST** be printed on the RD-108. You must expeditiously get the temporary permit to the purchaser once printing issue is resolved.

A duplicate title and/or any other form of registration cannot be obtained until the RD-108 specific to the vehicle is submitted to the Secretary of State (SOS) for processing via an SOS branch or through CVR.

SOS does not offer weatherproof slips OR paper for the BFS-4 temporary registrations. However vehicle dealers may purchase these for their customers.

The new BFS-4 can be displayed in the rear window OR where a license plate is typically affixed to a vehicle

The BFS-4 time frame is still 15 days before it expires. The RD-108 must be processed within those 15 days or the BFS-4 will expire and the customer could be cited or their vehicle can be impounded.