



STATE OF MICHIGAN
DEPARTMENT OF STATE
LANSING

**ADMINISTRATIVE HEARINGS SECTION
INSTRUCTIONS - How to Order a Transcript**

When to order a transcript? Within 182 days of the driver’s license appeal hearing, to ensure the recording is available for transcription(R 257.314).

How to order a transcript? Requests must be in writing and include all the information below. You may submit your request by mailing to Administrative Hearings Section, PO Box 30196, Lansing, MI 48909-7696, faxing to (517) 335-2190, or through the Driver Automated Information System (DAIS). Through the DAIS application you may order, track status, pay for, and print your completed transcript. To use the DAIS application, you must first set up an account by following the online instructions at: <https://milogin.michigan.gov>. Payment in DAIS must be by credit card. Please note there is a .015% processing fee when using a credit card.

Preparation time and completion of a transcript request? It may take up to 50 days from the date a request is received in the Administrative Hearings Section to be completed.

Costs: Costs cannot be estimated before completion. If you have opted in to the DAIS application and choose electronic delivery you will be charged \$2.75 per page plus a .015% processing fee. If delivery by mail is requested, you will be charged \$3.50 per page plus a \$20.00 COD and handling fee. If an expedited transcript is needed or the court date listed is less than 20 business days from the receipt of this request, you will be charged an expedited rate of \$7.00 per page plus normal shipping and/or handling fees if mailed. If you have opted in to the (DAIS) and request electronic delivery, the transcript will be made available to you electronically, at the cost of \$6.00 per page.

Cancellation Transcript orders may be canceled without charge at any time before work on the transcript has begun. Once work has begun you are responsible for payment or your account will be turned over to the Treasury Department. Do not assume a cancellation request is approved until the Department notifies you it has been approved as most transcript requests are processed immediately.

Please print clearly type the information requested below. The requesting party must sign and date the form.

Petitioner’s Full Name: _____

Driver License No.: _____ County of Residence _____

Hearing Held: _____
(Date) (City)

Name of Hearing Officer: _____

Other Information (Circuit Court Date, etc.):

Circuit Court Date: _____

Other: _____

Transcript Requested By:

Mail Transcript to (if different from request address) :

<p>Name: _____</p> <p>Address: _____ _____</p> <p>Telephone No.: _____</p> <p>Bar # (if applicable): _____</p>	<p>Name: _____</p> <p>Address: _____ _____</p> <p>*Email address: _____ * if opting into electronic notifications in DAIS</p>
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Requester’s Signature: _____ **DATE** _____

(Rev 07/13/2018)