



Bureau of Professional Licensing  
 PO Box 30670 • Lansing, MI 48909  
 Telephone: (517) 241-9288  
[www.michigan.gov/bpl](http://www.michigan.gov/bpl)  
[BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)

**PERSONNEL AGENCY LICENSE, RELICENSURE OR  
 REINSTATEMENT APPLICATION**  
**(This Form Should NOT Be Used For License Renewal)**

Authority: 1980 PA 299, MCL 338.3434a

Agency Name			
Agency Address	City	State	Zip Code
Telephone Number		E-Mail Address	
Check Type of License Desired: Type A      Type B			
<b>AGENT INFORMATION</b>			
Agents Legal Name (First, Middle, Last)		Permanent I.D. Number (if applicable)	
Agent Address	City	State	Zip Code
Does personnel agency share quarters or office space or have a common waiting room with any other personnel agency or with a resume writing service? Yes      No			
Each owner, officer, partner, or shareholder owning 10% or more of the stock has the ability and will serve the public in a fair, honest and open manner. If any owner, officer, partner, or shareholder owning 10% or more of the stock has had a judgment of guilt in a criminal proceeding or a civil action against them, they have been rehabilitated or the substance of their former offense is not reasonably related to the occupation or profession for which they are seeking a license. Yes      No			
Do you put clients in direct contact with employers and receive a fee from the client? (Type A) Yes      No			
Do you aid and consult with clients, for a fee paid by the client, to make basic career decisions? (Type B) Yes      No			
CHECK THE LICENSE/REGISTRATION TYPE			FOR OFFICE USE ONLY
Type A Agency	\$350.00	6102-01	License Number
Type A Agency Relicensure	\$370.00	6102-06	Issue Date
Type B Agency	\$350.00	6105-01	
Type B Agency Relicensure	\$370.00	6105-06	
Reinstatement (if license is currently revoked)	\$225.00	6105-50	
Make your check or money order in U.S. Currency payable to: <b>STATE OF MICHIGAN</b>			
FEES ARE AUTHORIZED BY THE STATE LICENSE FEE ACT, 1979 PA 152 AND ARE NOT REFUNDABLE.			

**Required Additional Documents**

Nonresident applicant required documents:

- Copy of the certificate of authority to transact business in Michigan, and
- An irrevocable consent appointing the Department to receive service of process in any non-criminal proceeding against the person for a violation of this article, a rule promulgated under this article, or an order issued under this article after the consent is filed.

**Certification**

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bond No. \_\_\_\_\_

Effective Date: \_\_\_\_\_

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## BOND FOR PERSONNEL AGENCIES

Authority: 1980 PA 299

Be it know, that \_\_\_\_\_, as principal.  
(Agency Name)

and \_\_\_\_\_ a surety company duly authorized and existing under the law, and admitted to transact business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of Ten Thousand (\$10,000.00) US Dollars, to be paid to the State of Michigan or its certain attorneys, officers or agents, we bind ourselves, our heirs, executors, administrators and successors, to make payment upon valid request.

WHEREAS, Personnel Agency, has applied to the State of Michigan, for a license to operate, pursuant to the provisions of 1980 PA 299.

WHEREAS, the parties agree this bond is to remain continuous as long as the personnel agency holds a license to practice. The bond may not lapse or be canceled prior to thirty (30) days after the surety gives the Department of Licensing and Regulatory Affairs actual notice of such lapse or cancellation and that the surety shall remain liable for any breach of condition occurring up to the effective date of cancellation.

THEREFORE, the condition of this obligation is that principal, shall comply with the terms of each and every contract entered into between the principal and the client; and if the principal, shall return or cause to be returned to the client, any and all moneys paid out by such client, as set forth in the act; and shall faithfully do and perform all acts and things required by the act, to be done and performed by the applicant. It is expressly agreed that in the event the license or any renewal be revoked or denied at any time by the State of Michigan, the revocation or denial shall not affect the coverage provided by this bond as to any acts that occurred prior to the date of the revocation or denial.

\_\_\_\_\_(L.S.) \_\_\_\_\_(SEAL)  
Principal Surety

Witnessed by:

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Date  
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