

Dealer Manual Updates

Agency: Secretary of State

Date: April 2015

The Michigan Dealer Manual was recently updated and the most significant changes are as follows:

Chapter One:

Section **1-2.4** has been added to address situations where more than one dealer is located in close proximity.

Section **1-4.2** reminds dealers to adhere to the business hours filed with the Secretary of State and make records available for inspection during reasonable or established business hours.

Section **1-12.1** has been added to inform dealers they are now required to designate up to three Secretary of State branch offices where they will submit transactions. This section contains instructions to assist dealers with branch office designations. *

Section **1-13.1** has been amended to address situations where an applicant may apply for a dealer license in more than one classification.

Appendix B has been added to the manual to provide dealers with Secretary of State branch office locations by city and branch number.

* 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.