

Repair Facility Checklist

The Repair Manual is located at Michigan.gov/RepairManual.

Registration Requirements

(Refer to Chapter 1 of the Repair Manual for more information.)

- Submit a Motor Vehicle Repair Facility Registration Application or apply through [Online Services](#) for a new registration.
- Zoning and municipal approval is required. The [Repair Facility Zoning And Municipal Approval Form](#) must be signed by the local governing authority and submitted with the application.
- The facility must be open during hours registered with the Department of State. Hours can be adjusted as needed through [Online Services](#).
- A valid repair facility registration and business hours must be conspicuously posted.
- A [Consumer Information Sign](#) must be conspicuously displayed in the cashier's area and at each location where customer service orders are written. (See Appendix A of Repair Manual)
- Give customers notice which informs them of their right to return of replaced parts. This must be posted near each [Consumer Information Sign](#), given to customers as separate notice, or printed on all invoices.
- See [Repair Manual](#) and the appendices for formatting requirements for all signs, notices, invoices, and subletting repairs.

Mechanic Certification Requirements

(Refer to Chapter 8 of the Repair Manual for more information.)

- Each certified mechanic is required to display a valid mechanic certificate or trainee permit at the facility of employment readily accessible to the customer.
- Mechanics must be properly certified if diagnosing or repairing the operating condition of a vehicle, completing bench repairs, providing estimates, or diagnosing or repairing a damaged vehicle.
- Certificates must be renewed annually. Mechanics can renew their certificate through [Online Services](#) or by mailing a renewal application at least 30 days prior to expiration.
- Mechanics with the following categories must re-test every 5 years: Brakes and Braking Systems (F), Electrical Systems (G), and Engine Tune-up and Performance (I).
- Trainee permits issued for specific repair categories expire at the end of two years and cannot be renewed. Trainees must work under the direct supervision of a mechanic with an active certificate in the same category the trainee is working in. The trainee's name and number must be on the invoice.
- Mechanics must ONLY work in certified categories.

Record Keeping Requirements.

(Refer to Chapter 2 of the Repair Manual for more information.)

- Repair facilities must keep records of written estimates, final invoice, waivers, warranties, sublet invoices, part purchase receipts, and any other documents pertaining to the repair transaction for a minimum of three years. (See Appendices B, D, and E of [Repair Manual](#).) If a facility maintains records electronically the facility must be able to print the records upon request of a law enforcement officer or a regulation agent.
- Records must be available for inspection by law enforcement and Michigan Department of State investigative staff upon request during business hours on file with the Department.
- Records of warranties, contracts, or agreements extending beyond three years must be maintained until warranty or contract period expires.
- A repair facility must maintain a permanent record of each purchase, receipt, or other acquisition of any used major component part of a late-model motor vehicle from any person other than a licensed dealer. Late-model is defined as the current model year or the preceding 5 model years.
- A facility repairing or replacing air bags must have the information maintained in a late-model major component part record format.
- A record of late-model major component parts must be maintained in hard copy format or in electronic format.