

Temporary Registration Log Requirements

Agency: Secretary of State

Date: September 2014

Effective January 1, 2015 Class “A” New Vehicle Dealers, Class “B” Used Vehicle Dealers and Class “D” Brokers will be required to maintain a BFS-4 temporary registration log.

Presently, dealers are not required to maintain a log of BFS-4 temporary registrations issued. Unless a log is maintained, a dealer must search through all records to produce a copy of the permit if Secretary of State investigative staff or law enforcement requests a dealer’s copy. This effort may require extensive time and dealer resources to provide the requested information and also tie up MDOS staff resource time.

Section 251(1) of the Michigan Vehicle Code [MCL 257.251(1)] authorizes the Secretary of State to prescribe the manner in which vehicle dealers are required to maintain records of each vehicle. Accordingly, vehicle dealers are instructed to maintain an inventory log of every BFS-4 issued. This new requirement will help ensure dealers properly maintain records of the temporary registrations purchased from the Secretary of State and issued to buyers.

The most significant changes to the Dealer Manual are as follows:

Chapter Two:

2-1.3 Electronic Records. This section has been updated to clarify Department of State electronic record keeping requirements including electronic BFS-4 temporary registrations logs.

2-5.2 Requirements. This section has been added to provide dealers with specific information the Secretary of State requires be entered into the temporary registration logs.

An example temporary registration log has been provided at the end of this chapter.

Chapter Six:

6-13.2 Requirements. This section has been added to provide brokers with specific information the Secretary of State requires be entered into the temporary registration logs.