

MICHIGAN PERSONNEL AGENCY LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a personnel agency license)

APPLICATION AND FEES

- Online Application for a Personnel Agency License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications must be completed by visiting www.michigan.gov/miplus
- 3 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
 - Personnel Agency New Application – \$600.00
 - Relicensure Application – \$620.00
 - Renewal Fee – \$375.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Question – 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 I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

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ADDITIONAL REQUIREMENTS FOR LICENSURE

- Surety or Cash Bond Requirement** – Provide a surety or cash bond as set forth in MCL 339.1006.
- Good Moral Character Statement** – Provide a statement of good moral character for each owner, officer, partner, or shareholder owning 10% or more of the stock.
- Acceptable Premise Requirement** – Demonstrate that the premises designated in the application for licensure is an acceptable place for the personnel agency to conduct business.
- Agent Designation Requirement** – Must designate an employment or consulting agent licensed or seeking licensure under MCL 339.1004.
- Non-resident Requirement** – A non-resident applicant shall obtain a certificate of authority to do business in this state and file a copy of the certificate and an irrevocable consent appointing the department to receive service of process.

RELICENSURE (REQUIREMENTS FOR A LAPSED PERSONNEL AGENCY LICENSE)

- Personnel Agency Relicensure application and fee – \$620.00
 - Surety or Cash Bond Requirement** – Provide a surety or cash bond as set forth in MCL 339.1006.
 - Agent Designation Requirement** – Must designate an employment or consulting agent licensed or seeking licensure under MCL 339.1004.
 - Acceptable Premise Requirement** – Demonstrate that the premises designated in the application for licensure is an acceptable place for the personnel agency to conduct business.
 - Non-resident Requirement** – A non-resident applicant shall obtain a certificate of authority to do business in this state and file a copy of the certificate and an irrevocable consent appointing the department to receive service of process.

RENEWAL REQUIREMENTS CHECKLIST

Online Application for Personnel Agency Renewal – must be completed by visiting www.michigan.gov/miplus.

- Personnel Agency Renewal Application Fee: \$375* (Must be paid by Visa, Mastercard, or Discover credit or debit card).
- Renewal Cycle – 3 years.

*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the personal agencies link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)