

MICHIGAN PERSONNEL AGENCY LICENSING GUIDE

OVERVIEW:

A Type A personnel agency means a person who is engaged in the business or profession of serving, assisting, or in any way aiding a client seeking employment or making basic career decisions, who puts a client in direct contact with employers, and who receives a fee from the client for the services rendered or offered to be rendered.

A Type B personnel agency means a person who is engaged in the business or profession of serving, assisting, or in any way aiding or consulting with a client to make basic career decisions and who receives a fee from the client for the services rendered or offered to be rendered.

NOTE: *The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.*

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Personnel Agency License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus

- 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)
 Personnel Agency Type A New Application: \$600.00
 Personnel Agency Type B New Application: \$600.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- 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.

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ADDITIONAL REQUIREMENTS FOR LICENSURE

(This is in addition to the requirements stated above that apply to ALL Applicants)

- Surety or Cash Bond Requirement – Provide a surety or cash bond in the amount of \$10,000.00 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. Per MCL 339.1005, a personnel agency shall not share quarters or office space or have a common waiting room with any other personnel agency, with a resume writing service, or with any other person the department determines is a business related to the business of a personnel agency.
- 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.

REQUIREMENT FOR THOSE APPLYING FOR RELICENSURE

(These are in addition to the requirements stated above that apply to All Applicants)

- Online Application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure**.”
- 3 year Application Fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Personnel Agency Type A Relicensure: \$620.00
Personnel Agency Type B Relicensure: \$620.00
- Surety or Cash Bond Requirement – Provide a surety or cash bond in the amount of \$10,000.00 as set forth in MCL 339.1006.
- Acceptable Premise Requirement – Demonstrate that the premises designated in the application for licensure is an acceptable place for the personnel agency to conduct business. Per MCL 339.1005, a personnel agency shall not share quarters or office space or have a common waiting room with any other personnel agency, with a resume writing service, or with any other person the department determines is a business related to the business of a personnel agency.

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- 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.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for a Personnel Agency Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Personnel Agency Renewal Application Fee – \$375.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card.)
- Renewal Cycle: 3 years
- Accept Renewal Attestation – If you cannot certify to the above statement at the time of your renewal application, you should not submit the online renewal application.

HELPFUL RESOURCES AND FORMS

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

Resources:

- [Michigan Occupational Code](#)