

BDIC Sponsor Account Change Request Form

1. Use this form to change your Basic Driver Improvement Course sponsor account information.
2. Mail the completed form and any required documents to: **Michigan Department of State, Driver Education Section, 430 W. Allegan Ave., Lansing, MI 48918**
3. Questions? Call 517-241-6850.

Sponsor information (required)

Sponsor or business name

Today's date

Enter Employee Information Number or LARA corporation number

Part 1 – To change a business name (Enter name exactly as it appears on registered business documents)

Note: You also must notify the Michigan Department of Licensing and Regulatory Affairs (LARA) (517-241-6470) and submit your surety bond rider (with the new business name) with this form.

Business name

Part 2 – To add or remove a “doing business as” name (DBA)

Note: You also must notify the Michigan Department of Licensing and Regulatory Affairs (517-241-6470), other county or state government agencies that register DBAs and submit your surety bond rider (with the new DBA) with this form.

Add Remove

DBA address

Expiration date

Part 3 – To add or remove a business address (mailing, physical or both)

Mailing address

Add Remove

Physical address – Submit your surety bond rider with this form

Add Remove

Part 4 – To add or remove an email or web address

Email address

Add Remove

Web address

Add Remove

Part 5 – To add or remove a business phone number or business hours

Business telephone number

Add Remove

Business hours

Add Remove

BDIC Sponsor Account Change Request Form

page 2

Part 6 – To add or remove a business owner or designated representative

Owner		Legal name	Email	Telephone
Add	Remove			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Designated representative		Legal name	Email	Telephone
Add	Remove			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Part 7 – To add or remove a BDIC course name (Enter name exactly as it should appear)

Add	Remove	Course name
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Part 8 – To add or remove a classroom location

Note: You also must submit a letter of authority from the building owner. This allows the sponsor to use the classroom.

Add	Remove	Location	Address	Email	Telephone
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Part 9 – To add or remove a curriculum

Note: The following must be included with this form:

- If the curriculum is new, submit the effectiveness study (curriculum must be named in the study).
- If the curriculum is owned by a different business, submit the user agreement.
- If making changes to an existing curriculum, submit changes for approval.

<input type="checkbox"/>	Change existing curriculum			
	Name			
<input type="checkbox"/>	Add new approved curriculum			
	Name			
<input type="checkbox"/>	Add new unapproved curriculum			
	Program			Date
	Who conducted the study		State	Year
<input type="checkbox"/>	Remove curriculum			
	Name			

Part 10 – To add or remove MiLogin access

Note: If adding a name for MiLogin access, submit the user access form.

Add	Remove	Name	Email
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Part 11 – Certification

Note: Indicate whether you are the legal owner or a designated representative.

Owner legal name	Signature	Date
<input type="checkbox"/>	_____	
Designated representative legal name	Signature	Date
<input type="checkbox"/>	_____	