



REPAIR FACILITY CHECKLIST



The Repair Manual is located at: www.michigan.gov/repairmanual.

Registration Requirements. See Repair Manual, Chapter 1 for more information:

- Submit a Motor Vehicle Repair Facility Registration Application (AR-0012) if applying for a new registration.
- Registration must be renewed annually. A facility can renew through their e-Services account 60 days prior to expiration or can mail a renewal at least 30 days prior to expiration.
- Must be open during hours registered with the Department of State. Hours can be adjusted online through e-Services (recommended) or emailed to licensing@michigan.gov.
- 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 customer as a separate notice, or printed on all invoices.
- See Repair Manual and the Appendices for formatting requirements for all signs, notices, invoices, and subletting repairs.
- Must obtain a separate registration for each location where repairs are offered.

Mechanic Certification Requirements. See Repair Manual, Chapter 8 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 their e-Services account or can mail a renewal at least 30 days prior to expiration.
- Following categories must re-test every 5 years: Mechanics with Brakes/Braking Systems (F), Electrical Systems (G), and Engine Tune-up/Performance (I) categories.
- 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 name and number must be on the invoice.
- Mechanics must ONLY work in certified categories.

Record Keeping Requirements. See Repair Manual, Chapter 2 for more information:

Records must be maintained for a minimum of 3 years*.

- 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. (See Appendices B, D, and E of Repair Manual)
- 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.
- 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*.

*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.

** Late model is defined as the current model year or the preceding 5 model years.