

APPLICATION FOR ADDITIONAL OR REPLACEMENT DEALER PLATES / TABS

(This request can be submitted online through your e-Services account for faster processing)

DEALER NAME (Exact Business Name & Primary "Doing Business As" Name)	DEALER NUMBER (Alphanumerical)
STREET ADDRESS (Main Location – Not a Supplemental Location Address)	CITY
	ZIP CODE

1. PLATE / TAB REPLACEMENT

Plate Number	*Reporting Lost	Reporting Stolen	Need Replacement Plate (\$5 Fee Will Include Tab)	Need Replacement Tab (\$5 Fee Tab Only)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***LOST / STOLEN DEALER PLATE REQUESTS MUST HAVE A POLICE REPORT ATTACHED**

Total Requested Replacement Plates / Tabs _____ X \$5.00 each = \$ _____

2. ADDITIONAL PLATE REQUEST (Additional plate requests must be supported by proof of inventory from highest month in preceding year)

Dealer Plate Allocation Policy (Class A & Class B Dealers)

All A & B dealers are required to have a minimum of 2 plates. Additional plates are allowed based on a dealer's highest month of inventory in the preceding year. One additional plate is allowed at an inventory level of 10 vehicles, and then another plate for every fifth vehicle thereafter up to and including 400 vehicles. Inventories in excess of 400 vehicles will be allowed an additional plate for every seven vehicles over 400. This includes either Passenger or Motorcycle plates.

Dealer Plate Allocation Policy (Class W Wholesale Dealers)

Class W dealers will be limited to a single plate their first year in business. In subsequent years plates are granted by the following: one dealer plate for every five vehicles carried in the highest monthly inventory, up to and including 40 vehicles; one dealer plate for each 10 vehicles in excess of 40, up to a maximum of 10 plates.

Highest number of vehicles held in inventory for any 1 month during the past 12 months: # _____ Vehicles

Must submit copies of relevant police book entries or front and back of titles as proof of inventory for the highest month.

Additional dealer plates are \$10 each and include tabs. Plate fees are Non-Refundable.

Additional Dealer Plates Requested:

Passenger _____ + Motorcycle _____ = (Total) _____ X \$10 each = \$ _____

3. PAYMENT

Make Check Or Money Order Payable to "STATE OF MICHIGAN." Total Amount Enclosed: \$ _____

MAIL TO: MICHIGAN DEPARTMENT OF STATE, BUSINESS LICENSING SECTION LANSING, MICHIGAN 48918

I certify that I have read and will abide by the terms of conditions for lawful use of dealer plates as found on the back of this form and in the Dealer Manual (available at www.michigan.gov/dealermanual). I hereby certify that the statements contained in this application are true to the best of my knowledge and belief and I understand that any misleading, incomplete, or false statement shall be grounds for denial of this application and/or the suspension or revocation of my license. I further certify that I have and will maintain the appropriate fleet insurance coverage as long as my Class A, B, K or W dealer license is active.

PRINTED NAME (Must be listed as owner partner or officer on file)	SIGNATURE	TITLE	DATE
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Allowable Use of Dealer Plates

As to who may use a dealer plate, the relevant law is Section 244(4) of the Michigan Vehicle Code. MCL 257.244(4). It states that a dealer may use a dealer plate and specifically defines “dealer” to include three types of individuals, beyond the dealers themselves, who may use a dealer plate: “employee, servant, or agent” of the dealer.

Since the Michigan Vehicle Code does not define “employee, servant, or agent,” a dictionary definition is reasonable. An “employee” is someone who is employed by the dealer for wages or salary; an “agent” is someone who acts on behalf of a dealer; and a “servant” is someone who performs duties for the dealer.

“Family member” is not included in the list of individuals who may use a dealer plate. The mere fact of being a dealer’s family member is not enough to use a dealer plate. However, if a dealer’s family member is an employee, servant, or agent of the dealer, that person would be allowed to use a dealer plate. This is not a new law. This clarification is simply offered as a reminder of what the law is and has been for a long time.

With respect to how a dealer plate may be used—that is, what is an appropriate use for a dealer plate—the relevant law is Section 244 of the Michigan Vehicle Code. MCL 257.244. Dealer plates may be used on dealer-owned vehicles driven by employees, servants, or agents of the dealership for any purpose, provided that the vehicle is not a “service vehicle.” The Michigan Vehicle Code does not define “service vehicle” but a common understanding would include courtesy cars, loaners, daily rental, lease, vehicles used for obtaining or delivering parts, and vehicles used to provide roadside service or tow disabled vehicles.

Authorized use of a dealer plate includes, but is not limited to:

- a. Dealer-owned vehicles being driven to and from repair facilities, storage lots, and other locations where vehicles are being held prior to sale;
- b. Dealer-owned vehicles being moved to locations where they may be bought or sold;
- c. Dealer-owned vehicles driven by a prospective customer of a dealership for testing of demonstration purposes for up to 72 hours;
- d. A person who has purchased a vehicle from a dealership may operate the vehicle with a dealer plate for up to 72 hours after taking delivery of the vehicle; and
- e. Dealer-owned vehicles driven by employees, servants, or agents of the dealership to transport monies and documents (related to the sale of vehicles) to banks and Secretary of States offices.

Unauthorized use of a dealer plate includes, but is not limited to:

- a. Vehicles not owned by the dealership, except a vehicle sold to a customer not more than 72 hours after taking delivery;
- b. Vehicles used as service vehicles or wreckers. Service vehicles include courtesy cars, loaners, daily rental, lease, vehicles used for obtaining or delivering parts, and vehicles used to provide roadside service or tow disabled vehicles. (Service vehicles must be titled and registered to the dealership);
- c. Vehicles owned by the dealership when operated by a person who is not the dealer, the dealer’s employee or agent, or a prospective purchaser;
- d. Vehicles titled as scrap or salvage, unless the salvage-titled vehicle has been inspected and recertified by a specially trained police officer.

Documentation: Helpful Tips

Dealers may assist law enforcement agencies by providing certain documents for persons operating vehicles with dealer plates:

Ownership of the vehicle:

New vehicles - a copy of the manufacturer's certificate of origin or a copy of that portion of the invoice showing the dealer's identification and the vehicle identification number of the vehicle being driven.

Dealer trades - a copy of the RD-108 that shows both dealers' names and addresses.

Used vehicles - a copy of the front and back of the assigned certificate of title.

Operation of a dealer owned vehicle with dealer plates:

Employees, agents, servants - a document clearly identifying the dealership and the operator as an employee, agent, or servant that is authorized to use the vehicle.

Prospective customers - a statement that the vehicle is being operated for demonstration purposes including the date and time that the prospective customer took possession of the vehicle. The form should include the dealership's telephone number.

A copy of the certificate of fleet insurance for any and all dealer-owned vehicles must be present in the vehicle.

When a customer has purchased a vehicle and is driving on a dealer plate for 72 hours, a signed and dated copy of the RD-108 showing the new owner's name and address should be provided, as well as a certificate of no-fault insurance for the vehicle.

We hope this information is helpful to dealers. The attached guidance has also been clarified on our website <https://www.michigan.gov/sos/industry-services/dealers> as well as the dealer manual. www.michigan.gov/dealermanual