

## State Tax Commission Application for Personal Property (PPE) Self-Study Course Material for Individuals not Certified as Michigan Assessing Officers

Pursuant to State Tax Commission policy, all individuals certified as a Michigan Assessing Officer are also certified as Personal Property Examiners (PPE). Individuals who work for or under contract with a local unit or County may receive Personal Property Examiner Certification by passing the PPE Exam and paying the required fees. **To obtain the PPE Self-Study material and register to take the exam, the following must be submitted to the State Tax Commission: 1) a fully completed application, 2) the \$50 examination fee, and 3) a written statement from each local unit/county supervisor verifying employment.** Checks are to be made payable to the State of Michigan. Please allow two to four weeks for processing.

**Submit your request to: State Tax Commission, PO Box 30471, Lansing MI 48909**

PART 1: APPLICANT INFORMATION			
Name (First, Middle Initial, Last)			
Street Address			Daytime Telephone Number
City	State	ZIP Code	Email Address
PART 2: PERSONAL PROPERTY EXAMINER (PPE) EXAMINATION			
After receiving the course material, candidates will be contacted by Michigan Department of Treasury staff to schedule the in-person examination which will be held at 430 W. Allegan Street, Lansing MI 48933.			
PART 3: CERTIFICATION			
<b>The following certification statement must be completed in order for your application to be considered complete.</b>			
Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain in the space below)			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>			
Signature			Date