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Michigan Department of Treasury
5828 (Rev. 07-22)

INDEX 04206

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

The following certification statement must be completed in order for your application to be considered complete.

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?

☐ No ☐ Yes (If yes, explain in the space below)

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.

Signature	Date