

State Assessors Board Examination Registration Request

INSTRUCTIONS: State Assessors Board examinations are offered by appointment only in the Richard H. Austin Building (formerly the Treasury Building), located at 430 West Allegan Street in Lansing. There is a parking lot available across the street. Be prepared to pay a parking fee. Additional testing sites outside Lansing may also be available. Check the State Assessors Board Web site for testing sites and dates.

Examinations may be scheduled by mailing the completed examination registration request with the \$50 examination fee. Examinations must be scheduled a minimum of 30 days in advance of taking the examination.

Examination dates will be confirmed by e-mail if an e-mail address is provided, or by telephone if no e-mail address is provided. If the examination date and time requested are unavailable, an alternative date will be offered.

Time allowed for examinations is as follows:

- Level 3 and Level 4 Home Study Examinations 2 Hours
- Level 1 and Level 2 Examinations 3 Hours
- State Tax Commission Personal Property Examiner Examination 3 Hours
- Level 3 Comprehensive Examination 6 Hours (9 a.m. only)

NO WALK-INS OR REGISTRATION BY TELEPHONE.

Print or type information.

Name		Daytime Telephone Number	
Mailing Address (include City, State and ZIP Code)			
Driver's License Number	E-mail Address		Fax Number
Exam Requested		Location Requested	
Date/Time Requested		Alternate Date/Time Requested	

Submit \$50 fee payable to "State of Michigan" to the Michigan Department of Treasury, State Assessors Board, 430 West Allegan Street, Lansing, Michigan 48922.

TO TAKE AN EXAMINATION, YOU MUST BE PRE-REGISTERED WITH THE STATE ASSESSORS BOARD AND PAYMENT MUST BE MAILED WITH THE REGISTRATION REQUEST. ALLOW AT LEAST TWO WEEKS FOR YOUR REQUEST TO BE PROCESSED.



STATE ASSESSORS BOARD OFFICE USE ONLY	
Actual Date/Time of Exam	Exam Title
Date/Time Confirmed	Method of Confirmation