Annual Intrastate Motor Bus Certificate of Authority
Renewal Notice

Renewal period: Jan. 1 – Feb. 28, 2015

To renew your Certificate of Authority:
1. Update Motor Bus Registration and Safety Inspection Roster Sheet (see attached).
   a. Correct address
   b. Correct telephone number and e-mail
   c. Correct vehicles (with license plate numbers)
2. Pay $25 renewal registration fee for each for-hire vehicle. Payments can be made by check, money order, or credit card (see below).

Important Notes:
○ Walk in appointments will not be available – no exceptions.
○ Renewal fees and late inspections fees must be paid by Feb. 28, 2015.
○ If you have added, sold or removed any vehicles, changes must be made using the “Addition of Vehicle - Bus” or the “Deletion of Vehicle” forms.
○ Each for-hire vehicle must pass an annual safety inspection by the end of the month the inspection expires. Renewals will not be issued to carriers with expired inspections and late inspection fees. Check the roster for inspection expiration dates.

What happens if your vehicles are not renewed before March 1?
1. Your company does not comply with the conditions of the Certificate of Authority.
2. Your certificate will be revoked March 1, 2015, as described in Public Act 432 of 1982.
3. Pay $300 to obtain a new Certificate of Authority.
4. Pay $25 to register each for-hire vehicle.

Payment Information:

<table>
<thead>
<tr>
<th>Check or Money Order</th>
<th>Credit Card</th>
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<tbody>
<tr>
<td>Write “Bus Registration” in the memo area of the check.</td>
<td>Pay $25 per vehicle.</td>
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<tr>
<td>Send completed paperwork and payment of $25 per vehicle to:</td>
<td>Send completed paperwork to:</td>
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<td>Michigan Department of Transportation</td>
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<tr>
<td>Cashier’s Office</td>
<td>Bus &amp; Limousine Regulatory Unit B-425</td>
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<tr>
<td>P.O. Box 30648</td>
<td>P.O. Box 30050</td>
</tr>
<tr>
<td>Lansing, MI 48909</td>
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<td>Must be postmarked on or before Feb. 28, 2015.</td>
<td>Must be paid on or before Feb. 28, 2015.</td>
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For more information or questions:
Robbie Smith (companies A - I): 517-241-0679, smithr@michigan.gov
Michelle Weber-Currie (companies J - Z): 517-241-0680, weberM3@michigan.gov
For forms, guidance documents, and other information, visit us at www.michigan.gov/busandlimo.