

January 7, 2009

**DECAL RENEWAL**

**TO: ALL MICHIGAN CERTIFICATED INTRASTATE LIMOUSINE CARRIERS**

**RE: 2009 Limousine Registration / Renewal**

**ALL M•DOT CERTIFICATED LIMOUSINE CARRIERS** are required to submit an annual renewal/registration fee to obtain the 2009 decals. This fee is \$50 for each limousine in your fleet that is used to provide transportation of passengers for hire under your certificate. All vehicles must have a current valid annual inspection.

Any vehicle acquired or leased, regardless of circumstances, after your annual filing, is required to be inspected, insured, registered and the registration fee paid, prior to placing the vehicle into revenue service.

The period to renew your decals is January 5, 2009 through February 27, 2009. Completion of the enclosed form(s) and payment of fees are required by law. **The Certificate of Authority of any carrier operating without compliance of the conditions set forth after March 1, 2009 will be revoked pursuant to Public Act 271.**

**Instructions:**

1. **CHANGES** – Review the list titled “2008 Limousine Registrations and Safety Inspections” correct any changes to the information (including your address, telephone number, and license plate numbers), and cross out any vehicles which are no longer in your fleet and inform us as to whether they are sold or out of service. Please return this list to the address listed in #5. Also, you will need to photocopy this list for your records.
2. **REGISTRATION** - All revenue motor vehicles having a manufacturer’s rated seating capacity of fifteen (15) persons or less must be registered and listed. An additional form is enclosed (equipment vehicle roster) and **should only be used if you have added vehicles to your fleet.** Instructions for completing the form are located in the upper left section.

## 2009 Registration Renewal

3. **SAFETY INSPECTIONS** – Provide **complete** safety inspection information for each vehicle if **highlighted**. All **NEW** inspections must be an original copy and accompanied by a proof of insurance. Registrations will not be processed unless a safety inspection has been completed within the previous 12 months. **Please Note:** Evidence of annual inspection (MDOT form 3049) must be submitted for all expired limousine inspections.
4. **PAYMENT** – Payment of \$50 per vehicle for your annual registration is required. (Checks must be made payable to the “**State of Michigan**” and noted “2009 Limousine Registration”.) **Please note:** Any unit registered that has not completed and passed a current safety inspection / certification by February 20, 2009, will not be registered for 2009 at the \$50 fee. **These units shall require the payment of an annual renewal fee of \$500 for each unit upon a satisfactory inspection.**
5. **Mail completed form(s) and payment to:**

Michigan Department of Transportation  
Regulatory Unit – Passenger Transportation  
P.O. Box 30648 – 425 W. Ottawa Street  
Lansing, MI 48909
6. **INFORMATION** – The 2009 decal color has changed and will only contain the date the decal will expire. Carriers must remove the decal prior to losing control of the vehicle, i.e., sold, return lease, etc and return it to us.
7. **Misc.** – We will no longer be sending you a letter notifying you of any pending insurance cancellations. Since your insurance carrier sends that cancellation notice to you, we will discontinue the redundancy of this process in an effort to help the state with any unnecessary spending. If you have any questions feel free to call us at (517) 241-0679 or (517) 241-0680 if you have any questions about what must be done to comply with Public Act 271 for the registration of your vehicle(s).

**IMPORTANT NOTE**  
**TO BE ASSURED OF RECEIVING YOUR DECALS BEFORE**  
**FEBRUARY 27, 2009, FEES NEED TO BE IN THIS OFFICE BY**  
**FEBRUARY 20, 2009.**

**WALK-INS WILL NOT BE ACCEPTED FROM JANUARY 12, 2009**  
**THROUGH MARCH 20, 2009**

**RENEWAL HINTS FOR FASTER PROCESSING**

**FILE YOUR APPLICATION EARLY** – Applications are processed in the order in which they are received. Also, office closures during the holidays can delay the delivery, processing and return of your renewal decals.

**Before submitting your renewal, review the forms for**

- (1) Completion and submission of all requested information**
- (2) Additions to blank vehicle equipment roster and deletions to preprinted vehicle equipment roster and,**
- (3) Calculations and enclosure of fees.**

**KEEP A COPY OF ALL DOCUMENTS SUBMITTED FOR YOUR FILES**

Only **original** inspection forms will be accepted **NO COPIES WILL BE PROCESSED**

- Any incomplete forms will be returned to you for completion.
- All changes must be made on vehicle roster. A reason is needed to delete a vehicle, for example, you need to specify if it is sold or out of service. Do **NOT** just cross off vehicle to delete it from roster.
- Please double-check your fleet numbers so that you do not have duplicates.
- No decals will be sent Fed Express, or overnight, therefore **DO NOT** send a prepaid envelope, it will be returned unused.
- **Any companies without valid decals, or incomplete information will be revoked effective March 2, 2009 and you will be charged \$300 filing fee for reinstatement.**

Robbie Smith processes limousine carriers A-I contact her at 517-241-0679

Connie Johns processes limousine carriers J-Z contact her at 517-241-0680

