



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES  
LANSING

PATRICK M. McPHARLIN  
DIRECTOR

## CONSUMER FINANCE SECTION MICHIGAN RENEWAL CHECKLIST

### Regulatory Loan License

Renewal Packets emailed by DIFS approximately 45 days prior to renewal due date

#### REQUIRED ITEMS

- Completed, **signed** renewal application form.
- Check for renewal fee, made payable to “State of Michigan”.
- Bottom Portion of DIFS Invoice.

Mail completed renewal package to DIFS by December 15 of current year.

#### Surrender Instructions

If you will not be renewing your license, please advise us in writing immediately, **and** return your original license certificate to our office for cancellation.

#### Send renewals to one of the following:

Mail Delivery Address:  
Department of Insurance and Financial Services  
Consumer Finance Licensing Unit  
PO Box 30220  
Lansing, MI 48909

Overnight Delivery Address (UPS or FedEx Only):  
Department of Insurance and Financial Services  
Consumer Finance Licensing Unit  
530 West Allegan St Floor 7  
Lansing, MI 48933

#### Verify License Renewal/License

To verify your renewal/license, please visit our website at:

[http://www.michigan.gov/difs/0,5269,7-303-13251\\_13257---,00.html](http://www.michigan.gov/difs/0,5269,7-303-13251_13257---,00.html)

#### Questions

Any questions regarding the programs above can be sent to [DIFS-CFRenewals@michigan.gov](mailto:DIFS-CFRenewals@michigan.gov).

The Director of the Department of Insurance and Financial Services has determined that applications for renewal are available for public inspection or copying pursuant to the provisions of the Freedom of Information Act, PA 442 of 1976, MCL 15.231 et seq., and section 2109 of the Michigan Banking Code of 1999, as amended. Accordingly, except as otherwise indicated, the contents of the application for renewal shall be disclosed to any person who properly requests an opportunity for inspection, examination, or copying.

Street/Delivery Address: 530 W. ALLEGAN STREET, 7<sup>TH</sup> FLOOR, LANSING, MICHIGAN 48933  
Mailing Address: P.O. BOX 30220, LANSING, MICHIGAN 48909-7720  
[www.michigan.gov/difs](http://www.michigan.gov/difs) • TOLL FREE 877-999-6442 • LOCAL 517-284-8800