

From: [SOS, Third Party Testing](#)
To: [SOS, Third Party Testing](#)
Subject: PROCEDURE CHANGE: document reviews
Date: Thursday, July 06, 2017 3:03:20 PM
Attachments: [Memo Manual update 7-5-17.pdf](#)
[Examiner Manual - Chapter D - Section 4 - Page 4 \(revised 7-5-17\).pdf](#)

One attached file describes changes to document review procedures. The second attached file is to be distributed to examiners and any other staff to update their testing manual.

--Driver Testing Section



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

DRIVER TESTING MANUAL UPDATE

DATE: July 5, 2017

TO: THIRD PARTY TESTER DESIGNATED REPRESENTATIVES

This notice is being provided as required by the third party testing agreement. You must ensure that all manuals used by your organization and examiners are updated as follows:

- **Download and print the 1-page document “Manual Update 7-5-17.”**
- **Insert the pages into the examiner manual to replace Chapter D-Page 4.**

This modification updates the manual to reflect the following changes.

1. Public Act 59 of 2017 provides that electronic copies of a vehicle registration and proof of insurance may be used in place of paper documents. Test applicants may now present proof of registration and insurance to an examiner using an electronic device. This change also provides that a photocopy is now an acceptable means of presenting a vehicle registration or insurance certificate. **NOTE: Acceptance of proofs on electronic devices does not apply to a driver’s license, Level 1 Graduated Driver’s License, commercial learner’s permit or temporary instruction permit;** an applicant must present the original license or permit.
2. Additional guidance is given to examiners about vehicles with out-of-state registrations and special Michigan license plates.

You must ensure that all manuals are updated and that your examiners understand the changes in procedures.

If you have any questions, please contact your driver testing analyst or ThirdPartyTesting@Michigan.gov.

SECTION 4: REGISTRATION AND INSURANCE- Automobile, Motorcycle, and Commercial Driver License

Prior to conducting a skills test the examiner must verify the vehicle is properly registered and insured. If the vehicle does not have a license plate—metal, plastic, or paper—the examiner may not administer the skills test.

An applicant using an automobile, commercial motor vehicle, or motorcycle registered in Michigan must present a valid registration and certificate of insurance, and the vehicle must have a valid license plate. Either a paper or electronic copy (digital photo) of the registration and certificate of insurance may be accepted. A registration must also be presented for a trailer used for a Group A CDL test; no proof of insurance is needed for a trailer. If the applicant does not have the valid Michigan registration and proof of insurance (CDL – power unit only), the examiner may not administer the skills test.

If an applicant's vehicle is a rental owned by a company whose primary business is vehicle rentals—e.g., Budget, Hertz, Enterprise—then the examiner may accept the rental agreement as evidence of proof of registration and insurance—even for a vehicle with a Michigan plate. The applicant must be named as a driver on the rental agreement. Proof of registration and insurance is required for other vehicles not owned by the applicant—including a vehicle owned by a driver education provider.

Registration and insurance requirements in other states vary significantly; an applicant using a vehicle registered with a state other than Michigan may not have been issued documents similar to those issued in Michigan. The examiner may conduct the test if the applicant is unable to present a registration or insurance certificate, but should note it in the comment section of the score sheet. The plate number is recorded in the appropriate field on the score sheet and the state of issuance should be recorded in the comment section of the score sheet. An applicant using a commercial motor vehicle with an out-of-state plate on the power unit may present an apportioned registration document; this may be accepted as proof of registration.

Non-typical license plates

An applicant using a vehicle with a Municipal “X” plate is not required to show proof of registration and insurance.

A vehicle with a valid Dealer “D” or Manufacturer “M” plate may be used only if the examiner is satisfied that the applicant has permission from the dealer or manufacturer to use the vehicle on a driving test—e.g., a letter on the letterhead of the dealer or manufacturer or direct communication between the examiner and a representative of the dealer or manufacturer. No proof of insurance or registration is required.

Temporary plates may also be used for skills testing. The temporary plate should have accompanying documents to support the temporary plate. The most common temporary plate seen by examiners is the *Dealer 15-Day Registration for Original Plates (BFS-4)*. The applicant should show the *Application for Title and Registration/Statement of Vehicle Sale (RD-108)*, which documents that the paper plate is legitimate.

Some special plate types have very limited uses. A vehicle displaying any of the following special plate types may not be used on a driving skills test: In-Transit Repair “G”; Historical; Repossession “R”; Transporter “T”.

Contact Driver Testing Section with questions.

Refer to Appendix D-4 for samples of vehicle registration and insurance