

From: [SOS, Third Party Testing](#)
To: [SOS, Third Party Testing](#)
Subject: Notice to Testers: Important procedural change
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Attachments: [Examiner Manual - Chapter D - Section 4 - Page 4.pdf](#)

Effective immediately, third party testing organizations may accept an electronic copy of the certificate of insurance. Examiners verifying insurance certificates via electronic device should follow the same procedures as paper certificates.

Attached is a revised page of Chapter D, Section 4: Registration and Insurance. Remove the old page and insert the revised page.

Additionally, CDL organizations should no longer retain a photocopy of applicant and test vehicle documents.

The revised page of the manual is also available on our department webpage listed below.

http://michigan.gov/sos/0,4670,7-127-1627_49417_49424---,00.html

Driver Testing Section
Driver Programs Division
Bureau of Driver & Vehicle Programs
Michigan Department of State

SECTION 4: REGISTRATION AND INSURANCE- Automobile and Motorcycle

Prior to conducting the skills test the examiner will inspect the registration, license plate and insurance certificate for the corresponding test vehicle or motorcycle. Facsimiles, photocopies, or electronic copies of the certificate of insurance may be accepted. If the applicant does not have the registration, the examiner may not continue with the test. If the vehicle is not properly licensed (i.e. no plate, expired renewal sticker) do not conduct the skills test.

Commercial Driver License. Prior to conducting the skills test the examiner will inspect the registration and license plate(s) for the power unit and trailer of the test vehicle. The insurance certificate only has to be for the power unit.

Automobile, Motorcycle and Commercial Driver License. Dealer, manufacturer or transporter plates are permitted for skills tests only when the applicant provides a letter on the letterhead of the dealer, manufacturer or transporter indicating the applicant is employed by them and has permission to use the vehicle for testing purposes.

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