

**Option 1a: Change of License Classification from B (used vehicle) only to Class A (new vehicle) and B**

The State of Michigan requires that these steps be taken to properly add an “A” (new vehicle) dealer license, and retain a “B” (used vehicle) license.

**Change of Class Application.** ([form](#)) Complete the circled items on the application. An officer on the current license must sign. Franchise approval will also be required.

**Dealer License.** Prepare a letter ([sample](#)) explaining you have a franchise agreement with (manufacturer) and would like to add an “A” license and retain your “B” license.

**Change of Name Form.** ([form](#)) *This form is only needed if you change your corporation or LLC name or add a dba name.* The owner will need to sign the form.

**Original Installment Seller License.** ([sample](#)) *This only applies if you change your name or address.* The original license should be provided along with a letter explaining the change and signed by the owner. Also note the license number. Include a check for \$10.00 for the amendment fee, made payable to the State of Michigan.

**Articles of Incorporation.** *If you change your corporation or LLC name, or add/delete a dba, you must amend the articles with the Michigan Department of Energy, Labor and Economic Growth (DELEG). This process should be first on your list of items to handle.* There will be a fee for this amendment, made payable to the State of Michigan.

Corporate forms:

- [Certificate of amendment BCS/CD-515](#)
- [Certificate of assumed name BCS/CD-541](#)

LLC forms:

- [Certificate of amendment BCS/CD-715](#)
- [Certificate of assumed name BCS/CD-541](#)

**Uniform Vehicle Dealer Surety Bond.** Notify your insurance company if there is any change to your corporate name or address. This situation will require a bond rider with the State of Michigan.

Items to provide to the Secretary of State (BRS):

1. Change of Class Application
2. Franchise approval
3. Letter of intent to add “A” dealer license
4. Change of Name form (*if changing the dealership name/dba*)
5. Copy of the filed Articles of Incorporation or LLC (*if changing name/dba*)

Items to provide to OFIR: (*if changing the dealership name or address*)

1. Original Installment Seller License
2. Letter stating intent to change name/address
3. \$10.00 amendment fee

Items to provide to DELEG: (*if changing the dealership name*)

1. Amended articles of incorporation
2. Proper amendment fees

**Alternately, you can provide all this information to MADA and we will review it and personally deliver it to the appropriate state department.**

**MADA Licensing Department  
1500 Kendale Blvd.  
East Lansing, MI 48823**

**Fax: (517) 351-3120**

If you have any questions about the information required, contact Jean Quinn at [jquinn@michiganada.org](mailto:jquinn@michiganada.org) or call (800) 292-1923.