

Michigan Department of Licensing and Regulatory Affairs
 Bureau of Commercial Services
 Licensing Division
 PERSONNEL AGENCY LICENSING
 P.O. Box 30018, Lansing, MI 48909
 517-241-8720
www.michigan.gov/personnelagencies

FOR OFFICE USE ONLY

I.D. Number

Date of Issuance:

Approved By and Date:

PERSONNEL AGENT APPLICATION

AUTHORITY: P.A. 299 of 1980, as amended

COMPLETION: Mandatory

PENALTY: Failure to complete may result in denial of your application.

FEE \$70.00**\$30.00 OF THIS FEE IS NON-REFUNDABLE****Applicant Information - Type or print in black ink.**

Applicant's Name (Last, First, Middle)		Date of Birth		Social Security Number	
Home Address (Number and Street)		City	State	Zip Code	E-mail Address
Personnel Agency Name				Daytime Telephone Number	
Personnel Agency Address (Number and Street)		City	State	Zip Code	

INSTRUCTIONS:

Complete Application and submit with appropriate fee. Be sure to have the Personnel Agency Certification completed.

Type of Agency you will be working for:

Type A - Assists a client seeking employment or making basic career decisions, WHO PUT A CLIENT IN DIRECT CONTACT WITH EMPLOYERS, and who receives a fee FROM THE CLIENT for the services rendered.

OR

Type B - Assists or consults with a client to make basic career decisions and who receives a fee FROM THE CLIENT for the services rendered. This includes: resume preparation; clearinghouse; personality evaluation testing; letter writing service; providing lists of employers; or executive counseling.

OR

No licensure needed as an agent or agency if fee is paid by the employer or if it is a temporary placement employment agency.

Have you ever been convicted of a felony?

Yes - Download the form BCS-LCE-020 "Request for Conviction History of Applicant". The form can be downloaded and completed to accompany this application. See www.michigan.gov/personnelagencies and select Forms & Publications. The form must be included to avoid delays in processing your application. No

Have you ever had disciplinary action taken against any license, registration, certificate or permit you now hold or have ever held? (Includes but is not limited to final orders, suspension, revocation, denial, cease and desist order, etc.)

Yes - Download the form BCS/LCE-021 "Request for Disciplinary Action Information". The form can be downloaded and completed to accompany this application. See www.michigan.gov/personnelagencies and select Forms & Publications. The form must be included to avoid delays in processing your application. No

3. Have you ever had disciplinary action taken against any license, registration or permit you now hold or have ever held? (suspension, revocation, denial, etc.)

Yes - Provide type of license, name of state, action and dates of action on a separate sheet of paper. No

FEE PAYMENT INFORMATION (Check Appropriate Box)**FOR OFFICE USE ONLY - VALIDATION**

Agent

\$70.00

(6106-01)

Make your check or money order in U.S. Currency payable to:

STATE OF MICHIGAN

FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.

Applicant Certification

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law. I hereby authorize the Department of Licensing and Regulatory Affairs or its agents to investigate any statements made by me in this application, including criminal, civil and administrative records.

Signature of Applicant

Date

Personnel Agency Certification

I hereby certify that the applicant named above will serve as an employment/consulting agent for _____

Signature of Agency Owner or Officer

Date

You must complete all requirements for licensure within one year from the date of application or notice of incomplete application. If the requirements are not completed, the fees paid will be forfeited to the Department and the application shall be void pursuant to MCL 339.409(3).