



MICHIGAN SECRETARY OF STATE

# MOBILE OFFICE

## TRANSACTIONS, FEES & DOCUMENT REQUIREMENTS

### State ID



Transaction	Fees	Required documents
Original	\$10.00	<ul style="list-style-type: none"> <li>• Proof of legal presence (1)</li> <li>• Proof of Social Security number (1)</li> <li>• Proof of identity (1)</li> <li>• Proof of MI residency (2)</li> <li>• Name change document(s) may be required</li> </ul> <i>See SOS-428 form for details</i>
Renewal	\$10.00	Current state ID
Replacement	\$10.00	Official proof of identity document
Correction	\$10.00	Name change document(s), change of address, or other official change document
Convert to REAL ID	\$10.00/no cost when renewing	<ul style="list-style-type: none"> <li>• Proof of legal presence document</li> <li>• Current license or ID</li> <li>• Name change document(s) may be required</li> </ul>

### Driver's License



Transaction	Fees	Required documents
Renewal	\$18.00	Current driver's license
Replacement	\$9.00	Proof of identity document
Correction	\$9.00	Name change document(s), change of address, or other official change document
Covert to REAL ID	\$9.00/no cost when renewing	<ul style="list-style-type: none"> <li>• Proof of legal presence document</li> <li>• Current license or ID</li> <li>• Name change document(s) may be required</li> </ul>



### Voter registration

- Register to vote
- Update voter registration (address)

# Vehicle Transactions



<i>Transaction</i>	<i>Fees</i>	<i>Required documents</i>
First-time license plate and registration tab	Varies by vehicle	<ul style="list-style-type: none"> <li>Original vehicle title with seller's signature</li> <li>Completed odometer reading</li> <li>Proof of Michigan No-Fault insurance</li> <li>Michigan driver's license or ID</li> </ul>
Title transfer	\$15.00	<ul style="list-style-type: none"> <li>Original vehicle title with seller's signature</li> <li>Completed odometer reading</li> <li>Michigan driver's license or ID</li> </ul>
Renew license plate and vehicle tab	Varies by vehicle	<ul style="list-style-type: none"> <li>License plate number</li> <li>Last four digits of VIN</li> <li>Proof of Michigan No-Fault insurance</li> </ul>
Replacement license plate	\$5.00	Michigan vehicle registration
Replacement registration tab	\$5.00	Michigan vehicle registration
Replacement registration	\$0.00	Vehicle information number (VIN)
Transfer license plate	\$15.00	<ul style="list-style-type: none"> <li>Michigan vehicle registration for current vehicle</li> <li>VIN for new vehicle</li> </ul>
Correct vehicle title	\$15.00	<ul style="list-style-type: none"> <li>Original vehicle title</li> <li>Michigan driver's license or ID</li> </ul>
Replacement vehicle title	\$15.00	Michigan driver's license or ID
Adding or Removing a Lien	\$16.00	<ul style="list-style-type: none"> <li>Original vehicle title</li> <li>Michigan driver's license or ID</li> </ul>

# Disability Parking



<i>Transaction</i>	<i>Fees</i>	<i>Required documents</i>
First-time temporary or permanent disability parking placard	No cost	Completed disability parking placard application with physician's or licensed medical professional's signature
Renew permanent parking placard	No cost	Michigan driver's license or state ID
Replace disability parking placard	\$10.00	<ul style="list-style-type: none"> <li>Damaged disability placard <b>OR</b></li> <li>Michigan driver's license or state ID card</li> </ul>
First-time disability license plate	\$5.00	Name change document(s), change of address, or other official change document
Organizational disability placard	No cost	Completed disability parking placard application with physician's or licensed medical professional's signature

# No-fee State ID



Some residents qualify for a state ID at no-cost under Michigan law based on the following criteria and documentation.

Quality for free ID	Required documents*
Age 65 or older	Current license or ID or all required documents if applying for a first-time ID
Legally blind	Completed SOS-D14V form with physician's signature
Homeless residents	<ul style="list-style-type: none"> <li>• Homeless Management Information System (HMIS) photo ID card</li> <li>• HMIS profile sheet with Social Security number</li> </ul>
Addition or removal of state organ donor registry sticker	Request to add/remove organ donor registry sticker
Veterans	Present one of the following: <ul style="list-style-type: none"> <li>• DD214 (or correction DD215), Certificate of Release or Discharge from Active Duty, any copy except Copy 1</li> <li>• Form NGB FM 22 or 23, Report of Separation and Record of Service, must indicate honorable or general discharge</li> <li>• Forms WD AGO, such as WD AGO 53-55, Enlisted Record and Report of Separation Honorable Discharge</li> <li>• GSA 6954, Certificate of Military Service</li> <li>• NAVPERS 553, Extract of Notice of Separation from U.S. Naval Service</li> <li>• VA Veteran Health Identification Card</li> <li>• DD-2 (blue or pink version), United States Uniformed Services ID card issued to retired military and military reserve veterans</li> </ul>
Not permitted to drive because license was suspended due to a documented physical or mental disability impacting ability to safely operate a vehicle	Official proof of identity document
Receiving state aid	Proof of receipt of benefits from one of the following programs: <ul style="list-style-type: none"> <li>• Michigan Department of Human Services Family Independence Program (FIP)</li> <li>• Michigan Department of Human Services State Disability Assistance (SDA)</li> <li>• Social Security Administration Social Security Disability Insurance Program (SSDI)</li> <li>• Social Security Administration Supplemental Security Income Program (SSI)</li> </ul>

\* In addition to all other required documents, if applying for a first-time ID.

# Late Fees



<i>Transaction</i>	<i>Fees</i>	<i>Issued</i>
Renewing driver's license	\$9.00	License is renewed after its expiration*
Renewing ID	\$9.00	License is renewed after its expiration*
Renewing vehicle registration	\$7.00	Registration is renewed after its expiration*
Title transfer	\$15.00	Title is transferred more than 15 days after the sale of the vehicle.

*\* If a credential or registration expires on a holiday or weekend, the resident must renew no later than the following business day or they will incur a late fee.*

## Document Requirements & Exceptions

Please refer to *Applying for a license or ID Card?* ([michigan.gov](http://michigan.gov)) to verify that your client has the required documents for their License or ID Card.

If your client would like to use an alternative document for any of the requirements, it must be reviewed and pre-approved by the Michigan Department of State. For assistance, please contact the Mobile Office Coordinator, Kelly Davis, at [DavisK7@Michigan.gov](mailto:DavisK7@Michigan.gov) with your client's full name, the transaction they need to complete, and the document they are requesting an exception for.

*A list of additional transactions are available through the Mobile Office including enhanced license/ID transactions, recreational vehicles, trailers, and mobile home titles, is available upon request.*

