

## Michigan Department of State

# Instructions for Titling an Assembled Vehicle

The Michigan Department of State has special procedures for titling an assembled vehicle. An assembled vehicle is:

- One built from new or used materials and parts by someone not recognized as a manufacturer (usually an individual). Example: homemade vehicle.
- One altered or modified to the extent that it no longer reflects its original manufacturer configuration. Example: a Volkswagen made into a dune buggy.
- One which has had its body replaced with a different style body unit from another vehicle. Example: a Ford pickup truck has its cab replaced with a Chevrolet cab.
- One assembled from a kit designed for on-road use (often called "kit cars").

NOTE: Vehicles manufactured as an off-road vehicle (ORV), all-terrain vehicle (ATV), off-road dune buggy, or golf cart cannot be titled as an assembled vehicle for on-road use.

When all documents are in order and the title application is processed, allow 8 to 10 weeks for processing the new title and the special vehicle identification number. **During this time, a license plate or temporary permit is not allowed.**

### Submitting Proof of Ownership

All ownership documents, including titles, a Manufacturer Certificate of Origin, and bills of sale for parts or materials used in assembling the vehicle must be turned in to the Michigan Department of State when filing the title application.

The following vehicle parts must be accounted for with an ownership document:

#### Motor Vehicle

- Engine
- Transmission
- Body parts (doors, front and rear clips)
- Frame including axles
- Wheels

#### Motorcycle

- Engine
- Transmission
- Frame
- Front end assembly, including the fork
- Wheels
- Seat

#### Titled Trailer

- Frame and axle
- Wheels
- Box, if any
- Body unit (if trailer is a camping trailer or trailer coach)

The ownership document or bill of sale must include:

1. The owner's name and address, or the name and address of the person who assembled the vehicle for the owner.
2. The date of purchase.
3. A description of the parts and the price paid for them. If there are any serial numbers on the parts, they must be shown. Engines, transmissions, and frames have serial numbers. These numbers must be shown on the bill of sale.
4. The name, address, and telephone number of the parts dealer or person who sold the parts.

### **Scrap Titled Vehicles**

Each scrap titled vehicle must be completely dismantled, with all major component parts removed from the frame or unitized body supporting structure, before the frame or unitized body structure may be used as part of an assembled vehicle. To qualify for an assembled vehicle title, a vehicle assembled from scrap vehicle parts must be made up of major component parts from two or more vehicles. An assembled vehicle may not include both the frame (or unitized body supporting structure) and any other major component part from the same scrap titled vehicle.

### **Equipment Inspection**

With this instruction sheet, the owner is given a TR-54 Vehicle Number/On-Road Equipment Inspection form. Parts 1 and 2 must be completed by a Michigan police officer, who will examine the vehicle for serial numbers and certify that it has all the required on-road equipment. If the police officer finds no serial numbers on the assembled vehicle, the officer should enter "None" on the form.

The completed inspection form must be returned with the proof of ownership when filing the title application.

### **Weight Slip for Trailers**

If the assembled vehicle is a trailer or trailer coach, you will need to get it weighed at a local scale. Lumber yards and scrap yards usually have scales. By law, you do not need a license plate to pull an empty trailer to or from the scales. Submit the weight slip when processing the title application.

### **At the Branch Office**

At the Secretary of State branch office, the owner will be asked to complete a certification statement which describes the building of the assembled vehicle.

When the title application is processed, the branch office will compute a new vehicle identification number (VIN) for the vehicle. There is a \$10 fee for the new VIN sticker. The new VIN sticker will be prepared in Lansing.

On the title application, the branch office employee will ask for a telephone number where the owner can be contacted during business hours. After the application is researched and the new title printed, the owner will be contacted to make arrangements for installation of the special VIN.

The vehicle must be taken to a prearranged location at the appointed time. There the vehicle will be re-inspected and the special VIN sticker affixed. At that time, the owner will receive the new assembled vehicle title and will be able to purchase or transfer a license plate. Proof of Michigan no-fault insurance is required.

If you have any other questions, please contact the Department of State Information Center at 888-SOS-MICH (767-6424).

