

DEPARTMENT OF STATE



RUTH JOHNSON, SECRETARY OF STATE

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The **Department of State** is the oldest department of Michigan state government and is administered by the Secretary of State. Elected to a 4-year term, the Secretary of State is a member of the executive branch of government and has constitutional as well as statutory duties. Secretary Ruth Johnson's initiatives include streamlining and improving customer service, expanding online services and election reform.

In the event of concurrent vacancies in the office of governor and lieutenant governor, including absence from the state, the Secretary of State serves as governor. The Secretary of State is the chief elections officer of Michigan and is a voting member of several state boards and commissions, including the State Administrative Board, the Governor's Traffic Safety Advisory Commission, and the Michigan Truck Safety Commission.

The department serves the citizens of Michigan with programs designed to administer driver and vehicle systems, enhance traffic safety, protect consumers, ensure integrity of records maintained, and oversee the statewide elections process.

The department maintains many important records of state and local government, including state statutes and commercial financing statements; administers the notary public program; and operates the Office of the Great Seal, which provides the highest level of document certification in the state.

The department is home to 3 administrations. The **Customer Services Administration (CSA)** is comprised of the Bureau of Branch Office Services, the Driver and Vehicle Records Division, the Office of Customer Services, the Department of State Information Center, the Program Procedures Section, and the Program Support Section. The Bureau of Branch Office Services operates a network of branch offices providing driver's licensing, vehicle titling and registration, and voter registration services to the citizens of Michigan. The Driver and Vehicle Records Division manages driver and vehicle records maintenance activities. The Office of Customer Services oversees the Renewal-By-Mail and Internet Renewal, as well as the Uniform Commercial Code. The office serves International Registration Plan vehicle owners and Michigan residents who are out of state. The Department of State Information Center is the point of contact for many citizens seeking information about Secretary of State programs and services. The center also oversees driver and vehicle record sales and the distribution of the annual jury listing to Michigan counties.

The **Department Services Administration (DSA)** provides coordination and support to the agency in the areas of administration, finance, technology, project management, human resources, employee development, and occupancy management. It facilitates the strategic vision, direction, and support for the Secretary of State's high-priority programs to ensure continued innovation, modernization, and effective use of resources. The DSA includes the Office of Technology and Project Services, the Office of Human Resources, the Office of Occupancy Services, the Accounting Services Division, the Budget Services Division, and the department's Business Application Modernization initiative.

The ***Legal and Regulatory Services Administration (LRSA)*** is comprised of the Bureau of Information Security, the Bureau of Regulatory Services, and the Legal Policy and Procedures Section. The LRSA provides research and counsel to the Secretary of State on statutes and rules administered.

