

# SCDMV Dealer Connection

## Updates from SCDMV to You



### Online Duplicate Titles

Customers are now able to request a duplicate title for their vehicle online at <https://www.scdmvonline.com/EVR/EZDuplicateTitle>.

The online transaction is designed for customers applying for a duplicate title certificate only. The title will be mailed to the owner's address on file at SCDMV or the lien holder's address, if the vehicle has a lien on it.

The owner must have a SC driver's license or identification card to use the online transaction. Businesses will need the vehicle identification number (found on the registration card) for any vehicle in the business' name. Customers may not change their address on the title using this transaction and a duplicate cannot be obtained within 30 days of a title being issued on the vehicle.

Once your purchase is confirmed online, the transaction cannot be cancelled. If there are joint owners, each owner may have to confirm their identity to request the duplicate title. The cost for a duplicate title online is \$15. Please see additional information on the information page for the transaction.

### Dealer License Renewal Notices

Beginning 2017, Dealer Licensing & Audit Unit will no longer mail the dealer license renewal notice. To update your file and ensure proper notification concerning your renewal, it is required that you provide the Dealer Licensing & Audit Unit with a current e-mail address. All dealer licensing forms can be obtained at [www.scdmvonline.com](http://www.scdmvonline.com) under Forms and Manuals.

Please send a current email address and dealer license number to:

**SCDMV**  
**Dealer Licensing & Audit Unit**  
**Post Office Box 1498**  
**Blythewood, SC 29016-0023**

Do you have a topic for this publication? Email [sharon.madison@scdmv.net](mailto:sharon.madison@scdmv.net) for coverage in the next edition.

### New Procedures

**Odometer Corrections** — As of February 29th, a Title Application (Form 400) is no longer required when requesting an odometer correction without a title transfer. Submit the Form TI-008 along with at least 2 written records of the odometer reading within the last 12 months to support the request for correction. There is a \$15 fee for the corrected title. This process cannot be expedited.

**Salvage Title Zip Extension** — When submitting an application for a **salvage** title by mail, please use the zip code 29016-0044. This will ensure that the salvage applications are delivered to the correct department for expedient processing.

## Titling Classes

SCDMV is pleased to announce the 2016 Titling Class Schedule for automobile dealerships. There is a class limit for all classes scheduled outside of Blythewood due to space constraints. Therefore, you should register as early as possible. Additional classes will be scheduled for a location, if needed; so please add your name to the wait list if a class you are attempting to register for is already full.

All classes are from 10:00 a.m. to 3:00 p.m.

Date	Location
Tuesday, April 12th	Blythewood DMV 10311 Wilson Blvd.
Wednesday, May 18th	North Charleston, Wingate Hotel, 9280 University Blvd.
Tuesday, June 14th	Blythewood DMV 10311 Wilson Blvd.
Wednesday, July 13th	Greenville DMV 15 Saluda Dam Road
Tuesday, August 16th	Blythewood DMV 10311 Wilson Blvd.
Wednesday, September 21st	Florence DMV 3102 E. Palmetto St.
Tuesday, October 11th	Greenville DMV 15 Saluda Dam Road
Wednesday, November 9th	North Charleston, Wingate Hotel, 9280 University Blvd.
Wednesday, December 7th	Blythewood DMV 10311 Wilson Blvd.

To schedule, call **(803) 896-4870** or email [tcmscheduling@scdmv.net](mailto:tcmscheduling@scdmv.net)

## Quick Hits

### Form 400 Update

Ask your customers if they have a special mailing address on file with SCDMV. If so, please add this information to the Form 400. If the customer has a special mailing address on file with SCDMV and it is not reflected on the Form 400, the special mailing address will be deleted.

Remember that customers may change their address and/or add a special mailing address or temporary address online at <https://www.scdmvonline.com/dmvpublish/trans/AddrChange.aspx>

To change their address online, the customer will have to have their driver's license or ID card number, the driver's license or ID card issue date and their social security number.

Also, the Form 400 will be updated within the next 8 months. The new form will be reformatted and simpler to use. More information on Form 400 updates will be shared as soon as possible.

### Pink PTO's

EVR Dealerships, please be sure to forward the pink copy of the PTO (Affidavit of Sale) to the local branch office to ensure that county auditors receive them for tax billing.

### Voter Registrations

Dealers, remember that voter registrations cannot be completed with a title application.

