



South Carolina Department of Motor Vehicles

APPLICATION TO REPLACE LICENSE PLATE OR EXPIRATION YEAR DECAL

452
(Rev. 5/15)

Lost, Stolen, Destroyed, Never Received, Defective, Damaged In Mail, or Turned In

Mail To: S.C. Department of Motor Vehicles, P.O. Box 1498 Blythewood, S.C. 29016-0019

Section I Name and Address of Registered Owner/Plate Information:

Name _____ Street Address _____
City _____ State _____ Zip Code _____
License Plate No. _____ Plate Expiration Month _____ Decal Expiration Year _____ Golf Cart Permit # _____
VIN _____

Section II Turn In/Report (check one) License Plate Decal Golf Cart Permit

Suspended Exchanged for Special Plate Relinquished Special Plate Found Moved out of state
 Voluntary Turn In Voluntary Turn In (owner retained plate) Other (state reason) _____
 Vehicle Sold Date: _____ To: _____ Address: _____
 Please check if you wish to obtain a receipt.

Section III I wish to replace (check one) Expiration Year decal Plate

(Required) I attest that I have not requested or received a refund for vehicle property tax or registration fees for this license plate.
If your license plate was turned in on a prior date or other is marked, additional requirements may be necessary for replacement.

I certify the plate or expiration year decal was: (check one) Turned In Other (state reason) _____
 Lost Stolen Destroyed Never Received Defective Damaged in Mail

INSURANCE CERTIFICATION

Under penalties of perjury, I declare this vehicle is insured with the following company named below and I will maintain liability insurance throughout the registration period.

Insurance Company Name: _____

Section IV Authorized individual making report or obtaining replacement (If different from registered owner)

Name _____ Street Address _____
City _____ State _____ Zip Code _____
Signature of Authorized Individual _____

Section V I certify all information provided in this application is true and correct. (Registered owner) (Required)

Owner's Printed Name _____ Owner's Signature _____ Date _____

DMV USE ONLY: Do not write below this line

New Plate _____ ID Presented _____ Office/Clerk _____ Date _____

DMV Registration Refund Initiated

VISIT OUR WEBSITE AT WWW.SCDMVONLINE.COM



South Carolina Department of Motor Vehicles

Instruction Sheet for Completing Form 452

Application to Replace License Plate or Expiration Year Decal

452 (IS)
(Rev. 5/15)

If a receipt is not requested this form is not required for a plate turn in. The Form 452 is used to request a replacement license plate or expiration year decal that has been lost, stolen, destroyed, defective, or turned in or to report the turn in of a license plate, decal or golf cart sales report. This form must be completed and presented to your local DMV Branch office or mailed to the address provided with a \$6.00 replacement fee, if required. Please contact the SCDMV Contact Center at (803) 896-5000 for further assistance.

Mail to: **S.C. Department of Motor Vehicles, P.O. Box 1498, Blythewood, SC 29016-0019**

Section I – Name and Address of Registered Owner/Plate Information (Required for ALL)

- The registered owner or the individual requesting this replacement on behalf of the registered owner will complete this section, provide the registered owners name, and address license plate number, plate expiration month, decal expiration year or golf cart permit number in the spaces provided.

Section II – Complete this section if turning in or making a report on a plate, decal or golf permit.

- Check the box to indicate if you are turning in or making a report for a license plate or expiration year decal or golf cart permit.
- Indicate the reason for the turn in/report: Suspended Exchanged for Special Plate, Relinquished Special Plate Found Moved out of State Voluntary Turn In Voluntary Turn In (owner retained plate) Other (state reason) Vehicle Sold (Complete date of sale and name and address of whom vehicle was sold to.) Regular plates and In God We Trust plates cannot be retained by the owner. Customer cannot display plate on back of vehicle if retained after turn in.
- Check the box to indicate if you wish to obtain a receipt.

Section III - Complete this section to obtain a replacement License Plate or Expiration Year Decal.

- Indicate that you have not requested or received a refund for property taxes or registration fees for the license plate listed.
- Indicate the status of the license plate or expiration year decal:
 - Lost Stolen Destroyed \$6.00 replacement fee required
 - Never Received Defective Damaged In the Mail (No fee is required)
- If the replacement request is mailed, a color photo of the product must be submitted with the application for defective or damaged products. When presented to the local DMV office, the defective or damaged product must be presented.
- Provide the insurance company's name, if a replacement is being obtained. The insurance agent's name is optional.
- To replace a Golf Cart Permit that has been lost or defaced, complete and submit SCDMV Form CG-2 (Golf Cart Permit Registration).

Section IV – Complete this section if someone other than the registered owner is requesting transaction.

- Provide the name and address of the individual obtaining the replacement.
- The authorized person must sign in the space provided.

Section V – Required for ALL

- The registered owner must sign certifying information provided is true and correct.
- This section is not required if Section IV is completed by one of the following:
 1. Business entities such as lienholders or their representation
 2. Law enforcement

DMV Use Only

This section will be completed by a DMV staff member.