



# South Carolina

Department of Motor Vehicles



## Basic Title and Registration Requirements for SC Automobile Dealerships

2024



# Purpose

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The purpose of this training is to educate dealers on the proper title and registration procedures and to provide points of contact to assist them.

These requirements are mandated by SC Code of Law 56-3-210 effective 18 January 2024.



# Standard Requirements

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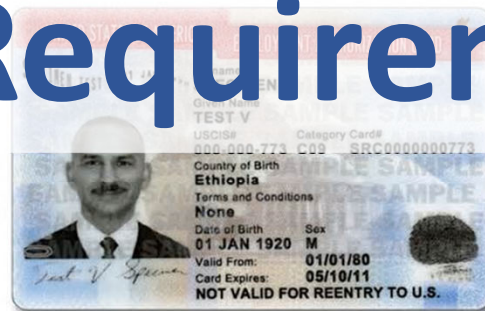


- SC Credential or Other Identification Requirements
- Manufacturer Certificate of Origin (MCO) or Current Title with Reassignments
- Bills of Sale (BOS)
- Certified Odometer Statement
- [Title Application Form 400](#)
  - Dealer's Retail Sales Tax Identification Number
  - Infrastructure Maintenance Fee (IMF) If applicable
  - Gross Vehicle Weight (GVW)
  - Liability Insurance Information (If purchasing or transferring a plate)
  - License Plate Number (if transferring a plate)
- Affidavit & Notification of Sale of Motor Vehicle (Property Tax Override: PTO) (If purchasing a plate) – **SC Customers Only**



PHOTO SIDE

# Lesson 1: Identification Requirements





## 3 Important Points

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- Individuals who hold a South Carolina credential will not need to provide any additional identification requirements to title and register a vehicle.
- Obtain positive ID from **ALL** owners and co-owners to verify names.
- For Business customers you must provide:
  - Business Name
  - Address
  - Federal Employer Identification Number (FEIN)



# ID Requirements for Individuals

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- When titling and/or registering a vehicle, **each** individual should present a valid South Carolina credential (DL, BP, or ID) **Clear copies must be provided!**
- If the individual does not have an SC credential, the individual must present one of the following:
  - Out-of-State credential
  - Passport
  - Employment Authorization Document (EAD)
  - Permanent Resident Card
- Individuals without an SC credential must also complete the form [\*\*TI-006: Statement of Vehicle Operation in South Carolina\*\*](#) to state that the vehicle will be physically located and operated in South Carolina.
- **Individuals must comply with these requirements each time a vehicle is titled or registered in their name!**

# TI-006: Statement of Vehicle Operation in South Carolina



South Carolina Department of Motor Vehicles <b>STATEMENT OF VEHICLE OPERATION IN SOUTH CAROLINA</b>				TI-006 (Rev. 12/2020)
SECTION A: OWNER AND VEHICLE INFORMATION				
LAST NAME	FIRST NAME	MI	SUFFIX	DATE OF BIRTH
STREET ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS		PHONE NUMBER ( )		
VEHICLE IDENTIFICATION NUMBER		MAKE	YEAR	
<input type="checkbox"/> I am a permanent resident of the State or U.S. Territory of _____ My Driver's License/ID # from that state is _____ <input type="checkbox"/> I am a resident of the country of _____ I am providing the following photo identification: <input type="checkbox"/> Foreign Passport Country and number _____ <input type="checkbox"/> U.S. issued Employment Authorization Document Number _____ <input type="checkbox"/> U.S. issued Permanent Resident Card Number _____				
The applicant must select one of the statuses in section B and sign the statement in Section C. Please provide any additional documents required for the selected status. If mailing in application, please submit copies of the requirements and completed application to: SC Department of Motor Vehicles, Titles and Registration, PO Box 1498, Blythewood, SC 29016-0024				
SECTION B: SELECT OPERATION STATUS				
<input type="checkbox"/> <b>Active Duty Military</b> (see pg. 2 for additional requirements) I am on active military duty stationed in South Carolina. I am providing the following documents: <input type="checkbox"/> Out-of-State Identification <input type="checkbox"/> Military Orders <input type="checkbox"/> Military ID Number _____ <input type="checkbox"/> Leave Earnings Statement				
<input type="checkbox"/> <b>School Enrollment</b> (see pg. 2 for additional requirements) I am currently enrolled in a school in South Carolina. I am providing the following: <input type="checkbox"/> School ID & School ID # _____ <input type="checkbox"/> Copy of Enrollment Form(s)				
<input type="checkbox"/> <b>Vehicle Principally Garaged in South Carolina</b> (see pg. 2 for additional requirements) Vehicle listed above is principally garaged in the State of South Carolina and is located at (full address) _____  I am providing the following proof of address: <input type="checkbox"/> deed, mortgage, utility bill (<90 days old) <input type="checkbox"/> letter from employer <input type="checkbox"/> Affidavit from SC resident with whom I am currently residing (Resident must complete From TI-006a Affidavit of Vehicle Housed)				
<input type="checkbox"/> <b>Medical or Physical Impairment</b> (see pg. 2 for additional requirements) I am unable to obtain a South Carolina credential because of a medical or physical condition. The vehicle listed above will be principally garaged in South Carolina, and will be driven by a driver who is not the owner. The vehicle is located at _____ (full address) <input type="checkbox"/> SC disabled/plate or placard # _____ <input type="checkbox"/> Applying for new SC disabled plate (must meet additional requirements)				
SECTION C: DECLARATION				
I understand that this statement is required by law because I have applied for registration of my vehicle listed above and I do not have a South Carolina credential. I understand that in accordance with SC Code of Laws Section 56-3-390 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct. I understand that the information disclosed above to the SCDMV is subject to verification. Signature _____ Date _____  Please print your name as shown on your vehicle ownership documents _____				
SECTION D: FOR DEPARTMENT/SC DEALER USE ONLY				
I hereby acknowledge that I have verified the above documents presented to me. CSR/SC Dealer Signature: _____ Office/Dealer # _____ Date: _____				

This form must be submitted along with the title and/or registration application!

**Section A:** List the owner's name, date of birth, address, email, and vehicle description. Select the type of identity document provided and list the document number. *If there are multiple owners, only one owner is required to complete this form.*

**Section B:** Select the applicable operation status and provide the accompanying documentation. *Copies are acceptable!*

**Section C:** Applicant must sign, date, and print.

**Section D:** The dealer agent must sign, list the dealer #, and date.

**Page 2** of this form lists the documentation that is required for each operation status.

The [MV-93](#) will provide a list of acceptable proof of address if needed.



## TI-006 Continued

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When completing the TI-006 make sure to provide the following :

- A clear copy of the individual's identification document
- Clear copies of the operation status documentation
  - Refer to the [MV-93](#) for a list of acceptable proof of address if needed
- If the customer is residing with an SC resident and is unable to provide acceptable proof of address, they may be able to complete the [TI-006A – Affidavit of Vehicle Principally Garaged at South Carolina Residence](#) as proof of address.





# Requirements for Business Customers

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- For vehicles titled and/or registered in a business name, the following must be provided:
  - Business Name
  - **Physical SC address**
  - Federal Employer Identification Number (FEIN) or Social Security Number(SSN)
- For businesses located out of state, either the SC address of the driver or an SC housed address for the vehicle must be indicated
- If the vehicle is being leased, the lessee, who is the registrant, must comply with address requirements



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# Lesson 2: Title Requirements



# National Motor Vehicle Titling Information System (NMVTIS)



- SCDMV strongly encourages dealers to verify title information through NMVTIS before selling a vehicle. Our employees are required to verify out-of-state title information through NMVTIS before a title may be processed.
- Utilizing NMVTIS can prevent the sale of vehicles that are not able to be titled due to reasons such as stolen, junked, incorrect title provided, etc.
- NMVTIS may also help prevent title suspension due to incorrect information entered in our system.
- NMVTIS houses official government records on motor vehicle titles and houses roughly 96% of all vehicle titles in the US
- [http://www.vehiclehistory.gov/nmvtis\\_vehiclehistory.html](http://www.vehiclehistory.gov/nmvtis_vehiclehistory.html)



# MCO or Current Title

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- The first reassignment must be completed on the MCO/title and all others can be done using the assignments on the MCO/Title, Title Assignment Forms, or Bills of Sale.
- The dealer or seller is required to verify the VIN of every MCO/Title matches the vehicle being sold and all documentation related to the sale.

# Form 5047 – POA for Odometer Disclosure



**South Carolina Department of Motor Vehicles  
POWER OF ATTORNEY FOR ODOMETER DISCLOSURE**

5047  
(Rev. 7/14)

NOTICE: This form may be used only when title is physically held by lienholder or has been lost. This form must be submitted to the DMV by the person exercising Power of Attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION: Year \_\_\_\_\_ Make \_\_\_\_\_ Model Type \_\_\_\_\_ Body Type \_\_\_\_\_  
VIN (Vehicle Identification Number) \_\_\_\_\_

**PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE 49 USC 327 (580.13)**

Federal and State law requires that you state the mileage upon transfer of ownership (49 CFR Chapter 327/SC 56-19-240). Providing a false statement may result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)).

PLEASE PRINT: I, \_\_\_\_\_ (Seller/Transferor's Name), appoint \_\_\_\_\_ (Dealer/Transferee's Name) as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer title thereto and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure. I state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is **NOT** the actual mileage. **WARNING: ODOMETER DISCREPENCY**

\_\_\_\_\_  
(Transferor's Signature) (Printed Name) (Date of Statement)

\_\_\_\_\_  
Transferor's Address (Street, City, State, Zip Code)

\_\_\_\_\_  
(Transferee's Signature) (Printed Name of Individual Signing as Transferee)

\_\_\_\_\_  
(Transferee's Name – Print or Type Name of Business or Company) Licensed Dealer, Transferee's Address (Street, City, State, Zip Code)

**PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE 49 USC 327 (580.14)**  
**(PART B is invalid unless PART A has been completed)**

PLEASE PRINT: I, \_\_\_\_\_ (Transferee's Name), appoint \_\_\_\_\_ (Transferor's Dealership Name) as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

\_\_\_\_\_  
(Transferee's Signature) (Printed Name)

\_\_\_\_\_  
(Transferee's Name – Print or Type Name of Business or Company)

\_\_\_\_\_  
Transferee's Address (Street, City, State, Zip Code)

Federal and State law requires that you state the mileage upon transfer of ownership (49 CFR Chapter 327/SC 56-19-240). Providing a false statement may result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)).

I state that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is **NOT** the actual mileage. **WARNING: ODOMETER DISCREPENCY**

\_\_\_\_\_  
(Transferor's Signature) (Printed Name) (Date of Statement)

\_\_\_\_\_  
Transferor's Address (Street, City, State, Zip Code)

**PART C. CERTIFICATION – To be completed when Part A or Parts A and B have been used (49 USC 327 (580.15))**

PLEASE PRINT: I, \_\_\_\_\_, (Person exercising powers of attorney) hereby certify that the mileage I have disclosed on the title document is consistent with that provided me in the above Power of Attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the Power of Attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create any new or additional liability under Federal or State Law.

\_\_\_\_\_  
(Signature) (Printed Name) (Date of Certification)

\_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

This is a Limited Power of Attorney which will **only** grant a dealer the authority to sign the **title** on behalf of the customer and nothing else.

- This form should **only** be used when:
  - The owner's title has been lost
  - The lien holder is holding the owner's title
- The purpose of this document is for the dealer to receive the odometer disclosure from the customer at the time of sale until the title is obtained.

**\* Note: To sign any other document on behalf of the customer you must have a non-secured power of attorney!**



# Non-Secured Power of Attorney Rules



## Any Auto Sales

- There is no standard format, but the document must include:
  - Individuals Name
  - Attorney-In-Fact
  - Vehicle Description
    - VIN, Year, Make, and Model
  - Individuals signature
  - Witness Signature
- Attorney-In-Fact does not need to sign
- Copies are Acceptable

I, **MARY SMITH**, being of sound mind and legal capacity, do hereby appoint Any Auto Sales of 123 Street, Anytown, South Carolina as my true and lawful attorney in fact, to execute on my behalf applications for the registration of vehicles and to execute any statements or reports in reference to the registration, re-registration and titling for the following vehicle:

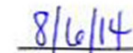
2014 Auto with VIN#ABC12345DEF678GH9.

This Power of Attorney shall be effective on the date of August 6, 2014 and remains in effect until the sale or transfer of said vehicle.

In Witness Whereof, I have signed this Power of Attorney of my own free will.

  
\_\_\_\_\_  
MARY SMITH

  
\_\_\_\_\_  
Witness's Signature

  
\_\_\_\_\_  
Date



# Title Reassignments

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- A reassignment is required for each time the vehicle changes hands
- The first assignment on an MCO/Title must be completed
- Title Reassignment Forms or Bills of Sale are acceptable once the first assignment on the MCO/Title is completed
- MCO/Title may have several spaces for reassignments from dealer to dealer
- MCO/Titles can be reassigned from dealer to dealer but must be titled once owned by an individual



# Affidavit & Notification of Sale of Motor Vehicle



SCADA

AFFIDAVIT & NOTIFICATION OF SALE OF MOTOR VEHICLE  
(Entire Form Must Be Typed or Printed) No. 44430801

Personally appeared before me \_\_\_\_\_  
(Seller) (Dealer Retail Tax #)

\_\_\_\_\_ (Address)  
who being duly sworn, deposes and says that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
he sold the following motor vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ Identification (Serial) No. \_\_\_\_\_  
License No. \_\_\_\_\_ to \_\_\_\_\_ (Buyer)

\_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Special Mailing Address \_\_\_\_\_

Deponent further states that there are no liens or encumbrances on the said vehicle except as listed below:

Lienholder \_\_\_\_\_ Amount \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_

I certify that the odometer now reads \_\_\_\_\_ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

(1) I hereby certify that to the best of my knowledge, the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

\_\_\_\_\_  
(Signature of Seller)  
\_\_\_\_\_  
(Print Seller's Name)

\_\_\_\_\_  
(Signature of Buyer)  
\_\_\_\_\_  
(Print Buyer's Name)

Property Tax Section
Check One:
<input type="checkbox"/> Purchase License Plate
D.L. Number _____
License Plate Issued _____
<input type="checkbox"/> Transfer License Plate
Signature of Buyer/If purchasing plates _____
Property taxes will be due in 120 days

Not Available Online

- Only Licensed SC Dealers may use this form
- All information must be transferred clearly to all copies
- If using this to purchase a customer's plate, you are required to inform the customer this will give them 120 days from the date of sale to pay the property taxes on the vehicle
- Make sure the customer understands the difference between the Infrastructure Maintenance Fee (IMF) and Property Taxes
- **Cannot** be used solely as a Bill of Sale.
- This form is commonly referred to as a Property Tax Override (PTO)





# Errors on Title Reassignments



## South Carolina Department of Motor Vehicles TITLE REASSIGNMENT ERROR ACKNOWLEDGEMENT

TEA-1  
(Rev. 8/13)

If any error is made in the reassignment portion of the title, the seller must complete this form to void the reassignment. The seller must then complete a secured bill of sale or complete the second assignment on the back of the South Carolina title with the correct reassignment information and signatures.

Title Number: \_\_\_\_\_ State: \_\_\_\_\_

Year/Make: \_\_\_\_\_ Vehicle Identification Number: \_\_\_\_\_

- TYPOGRAPHICAL ERROR
- STRIKEOVER IN PURCHASER'S NAME
- \*\*CUSTOMER CHANGED HIS/HER MIND  
*\*\*A signed and dated statement from the buyer/wrong individual must accompany this form. The statement must indicate what happened and that they NEVER took possession of the vehicle.*
- NAME IS MISSPELLED
- SIGNED IN THE WRONG PLACE
- SIGNED MY NAME INCORRECTLY
- \*\*ASSIGNED TITLE TO WRONG INDIVIDUAL  
*\*\*A signed and dated statement from the buyer/wrong individual must accompany this form. The statement must indicate what happened and that they NEVER took possession of the vehicle.*
- SIGNED TITLE TO SELF
- WRONG DATE OF SALE
- WRONG SALE PRICE
- MILEAGE WRITTEN INCORRECTLY/INCORRECT BLOCK CHECKED
- OTHER (PLEASE STATE REASON)

DATE \_\_\_\_\_ SIGNATURE OF SELLER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF CO-SELLER \_\_\_\_\_

The [TEA-1: Title Reassignment Error Acknowledgement Form](#) may be used to correct errors made on reassignments. Using this form will void that specific reassignment of the title.

- The dealer or seller, from the assignment where the error was made, must complete this form
- Must provide either a secured bill of sale with the correct assignment information or complete the next reassignment on the title with the correct reassignment information only if the sales price is listed
- Mark an "X" through the incorrect assignment on the back of the title/MCO
- If an individual changes their mind about the purchase, a statement from the individual must be submitted along with this form. This statement must state that they did not take possession of the vehicle and must include the VIN, Year, Make, and Model.



# NC and GA Titles

Some states will list two title numbers on their titles. One is the current title number, and the other is the number from the previous title. Users will often enter the **previous out-of-state** title number listed instead of the **current out-of-state** title number listed. Please be cautious to ensure you are entering the correct title number (See samples below). Entering the wrong title number may result in a NMVTIS title suspension. You must use the 'Current' title number. NOT the 'Previous' title number.

STATE OF NORTH CAROLINA

MVR 191 (Rev 05/07)

CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER 1FADP4043XF218981	YEAR MODEL 2008	MAKE HOND	BODY STYLE 4S
TITLE NUMBER 775609100689163	TITLE ISSUE DATE 03/17/2010	PREVIOUS TITLE NUMBER 77965700392144	ODOMETER READING

MAIL TO:  
AMERICAN HONDA FINANCE CORP  
PO BOX 997524  
SACRAMENTO CA 95899-7524

Georgia Certificate of Title

DISCLAIMER: DO NOT ACCEPT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.

VEHICLE IDENTIFICATION NUMBER 1FADP4043XF218981	MAKE FORD	YEAR 1999	TYPE OF BODY COUPE	MODEL MUSTANG	CYL 6	DATE ISSUED 09/17/2011	
DATE VEHICLE PUR 03/09/2014	FUEL GASOLINE	NEW OR USED USED	ODOMETER* 120764	PREVIOUS TITLE NUMBER 7785110694070	STATE OF ISSUE /GA	NBR OF LIENS 0	
						COLOR YEL	CURRENT TITLE NUMBER 776392152580070

OWNER  
ELIZABETH RENEE REGISTER  
283 W WYNGATE DR  
MARTINEZ GA 30907-2861

MAIL TO:



# New Jersey Title Numbers



New Jersey title numbers include two (alpha) characters and the number.

This number is located at the bottom right-hand corner of the document as shown below.

State of New Jersey  
MOTOR VEHICLE COMMISSION

DATE 06-23-2004  
25185 55957 62620  
DAIMLERCHRYSLER SVCS NA LLC  
PO BOX 977  
ROANOKE TX 76262

TITLES SECTION FEB 18 2009

VS DA20041750852



# California & New York Title Numbers



California and New York do not use generated title numbers or anything similar. California and New York use the date the title was issued. **Place the title issue date in the title number field in the following format – 20060407 (YYYYMMDD). Do NOT use the Registration Issue date (CA) or Title Document Number (NY).**

STATE OF CALIFORNIA **0928867-02**  
**CERTIFICATE OF TITLE** VEHICLE HISTORY

665060327J8

**AUTOMOBILE**

VEHICLE ID NUMBER: 3VWNB1K15M750188  
 BODY TYPE MODEL: 4D  
 CHARGED WEIGHT: 2006 H2  
 FUEL: G  
 TRANSFER DATE: MR  
 FEES PAID: \$251  
 EQUIP/TRUST NUMBER: MR  
 ODOMETER DATE: 03/03/2006  
 ACTUAL MILEAGE: 39 MI

PLATE NUMBER: 5TLD647  
 EXPIRATION DATE: 03/08/2007  
 DATE ISSUED: 04/07/06

REGISTERED OWNER(S): STRADER PATRICK S  
 3649 MARKET ST #503  
 SAN FRANCISCO CA 94131

Date issued: 04/07/2006  
Title Number: 20060407

**CERTIFICATE OF TITLE**  
 NEW YORK STATE

www.nydmv.com

Title and Identification No. 3VWPG71K15M627620	Year 2005	Make VOLKS	Model Code JVE	Body/Hull 4DSD	Document No. 76274U
Color BK	Wt./Sts./Lgth. 3118	Fuel GAS	Cyl./Prop. 5	New or Used NEW	Type of Title VEHICLE
Name and Address of Owner(s) VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048				ODOMETER READING: 00276	Date Issued 9/08/05

**ACTUAL MILEAGE**: 00276

Date issued: 09/08/2005  
Title Number: 20050908



# Repossessed Motor Vehicles



South Carolina Department of Motor Vehicles  
AFFIDAVIT FOR REPOSSESSED MOTOR VEHICLE

4034  
(Rev. 4/5/18)

(Entire Form to be Typed or Printed)

Under penalties of perjury, I \_\_\_\_\_ certify that all facts set forth herein are true and correct and further certify that the holders of other unsatisfied liens recorded against this vehicle on the records, Department of Motor Vehicles, Blythewood, S.C., have been duly notified to protect their interest in the vehicle, if any, and this is to certify that the undersigned has repossessed the motor vehicle described below because of the failure of the former owner to meet this obligation for settlement of a lien or mortgage on said vehicle.

Name of Owner from Whom Vehicle Repossessed \_\_\_\_\_

Street City State Zip Code \_\_\_\_\_

Make Vehicle Identification Number (Serial) Title Number \_\_\_\_\_

Year Model \_\_\_\_\_ Current License Number \_\_\_\_\_ License Year \_\_\_\_\_ Body Style \_\_\_\_\_

Method of Repossession  Terms of Lien or Mortgage  
 Voluntary  Public Sale

(IF BY PUBLIC SALE ATTACH BILL OF SALE OF SHERIFF OR AUTHORIZED SELLER)

Amount of Original Lien: \$ \_\_\_\_\_ Date of Lien: \_\_\_\_\_

Lienholder's Name: \_\_\_\_\_

Street, City, State, Zip Code: \_\_\_\_\_

Date of Repossession: \_\_\_\_\_

Signature of Lienholder: \_\_\_\_\_ Title: \_\_\_\_\_

Furthermore, this is to certify that for the value received \$ \_\_\_\_\_ the above vehicle has been assigned to:

NAME \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
for disposition or sale.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

NOTICE: This form must accompany the Certificate of Title, which must be properly assigned to the new owner on the back of the title.

(See instructions on reverse side)

If the vehicle was repossessed from the previous owner, the title should be accompanied by [Form 4034 Affidavit for Repossessed Motor Vehicle](#). This form must be completed by the repossessing lien holder.

The first assignment on the title should be completed by the lien holder to the acquiring dealer.

This is required for all vehicles regardless of title state however, other states should have a similar form.

This form is only applicable if the lien is still listed on the title.



# Magistrate's Bills of Sale/Court Orders

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A Magistrate bill of sale or court order must be used to title the vehicle in the awarded owner's name before a transfer of ownership can be made.

Chain bills of sale cannot be used for these types of transactions.



# Electronic Signatures

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The DMV does not accept electronic signatures on secured documents such as MCO, Title, PTO, Form 5047, Odometer Disclosures, etc.

They are only acceptable on the Form 400 Title Application.



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# Lesson 3: Odometer Disclosure Requirements

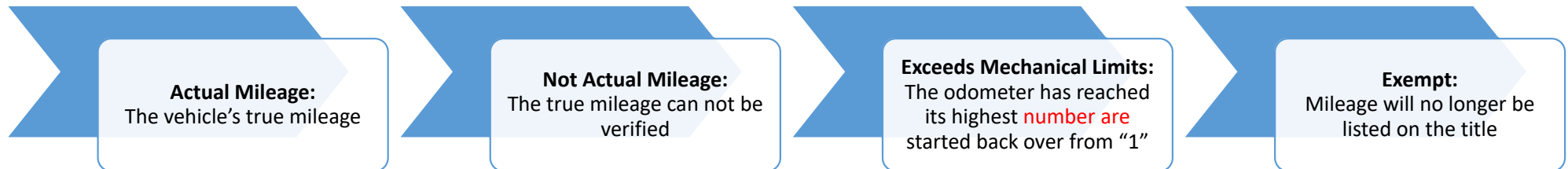




# Odometer Statement



- Per the **Truth in Mileage Act** enacted in 1989, an odometer disclosure is required at the time of sale or transfer of ownership
- The odometer must be disclosed for **each** transfer of ownership which includes dealer-to-dealer
- The odometer can **never** decrease.
- Make sure to be very careful when dealing with Odometer brands or Odometer Status.





# Odometer Exemption Requirements



- If the vehicle was manufactured in 2011 or later and is now 20 years old or older
- If the vehicle was manufactured before 2011 and is now 10 years old or older
- If the vehicle has a Gross Vehicle Weight Rating (GVWR) over 16,000 lbs.
- If the vehicle is not self-propelled
- Some Low-speed vehicles do not have odometers and therefore may be exempted

[Click here to learn more](#)

Vehicle Model Year	Date Vehicle May Become Exempt from the Odometer Disclosure	Applicability of Exemption
2000	1/1/2010	10-year exemption
2001	1/1/2011	10-year exemption
2002	1/1/2012	10-year exemption
2002	1/1/2013	10-year exemption
2004	1/1/2014	10-year exemption
2005	1/1/2015	10-year exemption
2006	1/1/2016	10-year exemption
2007	1/1/2017	10-year exemption
2008	1/1/2018	10-year exemption
2009	1/1/2019	10-year exemption
2010	1/1/2020	10-year exemption
<b>2011-2021 Exemptions</b>		
2011	1/1/2031 (continue to require odometer disclosure on model year 2011 until 1/1/31)	20-year exemption
2012	1/1/2032 (continue to require odometer disclosure on model year 2012 until 1/1/32)	20-year exemption
2013	1/1/2033 (continue to require odometer disclosure on model year 2013 until 1/1/33)	20-year exemption
2014	1/1/2034 (continue to require odometer disclosure on model year 2014 until 1/1/34)	20-year exemption
2015	1/1/2035 (continue to require odometer disclosure on model year 2015 until 1/1/35)	20-year exemption
2016	1/1/2036 (continue to require odometer disclosure on model year 2016 until 1/1/36)	20-year exemption
2017	1/1/2037 (continue to require odometer disclosure on model year 2017 until 1/1/37)	20-year exemption
2018	1/1/2038 (continue to require odometer disclosure on model year 2018 until 1/1/38)	20-year exemption
2019	1/1/2039 (continue to require odometer disclosure on model year 2019 until 1/1/39)	20-year exemption
2020	1/1/2040 (continue to require odometer disclosure on model year 2020 until 1/1/40)	20-year exemption
2021	1/1/2041 (continue to require odometer disclosure on model year 2021 until 1/1/41)	20-year exemption



# Titles With No Odometer Reading Listed



If the previous title does not indicate any mileage, the new SC title must be listed as either **“Exempt”** or **“Not Actual”**

In the example below, you can see a North Carolina title where the Odometer box is empty.

If this vehicle was transferred to South Carolina, the new title must have the odometer reading listed as **“Exempt”** or mileage may be stated but it would be listed as **“Not Actual Mileage”**

MVR-191 (Rev. 01/2017)

**CERTIFICATE OF TITLE**

VEHICLE IDENTIFICATION NUMBER	YEAR MODEL	MAKE	BODY STYLE
	1990	LEXS	4S
TITLE NUMBER	TITLE ISSUE DATE	PREVIOUS TITLE NUMBER	
	02/03/2022		
			<b>ODOMETER READING</b>
			<b>ODOMETER STATUS</b>
			<b>TITLE BRANDS</b>

MAIL TO



# Odometer Corrections



Odometer corrections may be sent to DMV Headquarters and must include the following:

- Incorrect SC Title
- [TI-008: Odometer Correction](#)
- Service Records or other documentation supporting the correction – not less than 2 within the preceding 12 months
- Title Fee - \$15

## Send to:

SCDMV

Attention: Mail-In Titles and Registration

PO Box 1498

Blythewood, SC 29016-0024



## South Carolina Department of Motor Vehicles Odometer Correction Request

TI-008  
(05/2022)

NAME OF PERSON REQUESTING CHANGE (LAST, FIRST, MIDDLE)			
RESIDENCE ADDRESS		CITY	STATE ZIP
MAILING ADDRESS		CITY	STATE ZIP
DAYTIME PHONE NUMBER	VIN		
YEAR	MAKE	MODEL	
DRIVER'S LICENSE (BP OR ID) NUMBER	CUSTOMER NUMBER		
Update Voter Registration	Unless you indicate otherwise, the addresses above will be used by the State Election Commission to update your voter registration: <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> Do not update my mailing address.		

South Carolina Title number \_\_\_\_\_ was issued with an odometer reading of \_\_\_\_\_  Actual,  Exceeds,  Exempt,  Not Actual.)

Please correct the odometer reading on the title as follows. \_\_\_\_\_ miles ( Actual,  Exceeds,  Exempt,  Not Actual)

The incorrect reading was put on the title because:

\_\_\_\_\_

\_\_\_\_\_

(Use extra sheets as needed)

**IMPORTANT NOTE:** Original documents must be provided to prove to the Department's satisfaction that the odometer reading printed on the title was incorrect and that the new mileage accurately records the odometer reading on the original date of application. The lack of documentation will likely result in the Department's inability to change the title. Documentation over one year old will not be accepted.

The following documents should be submitted, if available.

- A series of repair or oil change records (at least 2 in the last 12 months) that show the vehicle mileage.
- Statements from previous owners certifying mileage of the vehicle cannot be used to certify the actual mileage of the vehicle and will require an indication of "Warning – not actual mileage" be added to the title.

Please note that not all odometer corrections will indicate an odometer legend of "ACTUAL MILEAGE". If the request for correction does not prove to the department's satisfaction that an error was made, the title will be marked "WARNING – NOT ACTUAL MILEAGE".

Requests for odometer corrections made because of Department error will be corrected and may be requested at any DMV Branch office.

Under penalties of perjury, I declare that I am the owner or acting on behalf of the owner and request that a corrected South Carolina Certificate of Title be issued. I further certify that the information on this request is correct to the best of my knowledge.

Signature of person requesting change \_\_\_\_\_ Date \_\_\_\_\_

Signature of DMV employee accepting this application \_\_\_\_\_ Date \_\_\_\_\_

Request for odometer corrections mailed to the Headquarters Title Section and may take ten to fifteen business days.

SCDMV, PO BOX 1498, BLYTHEWOOD, SC 29016-0024, Attention: Title Section

- 1) \$15.00 title fee
- 2) The incorrect title
- 3) Form TI-008 Odometer Correction Request
- 4) Documentation to support request for corrected title.



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# Lesson 4: Infrastructure Maintenance Fee (IMF)



# Collection of IMF

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- Infrastructure Maintenance Fee (IMF) is 5% of the purchase price of the vehicle less any trade-in amount, up to a maximum of \$500.
- This fee must be collected when the vehicle is sold to a customer and must be paid to the DMV when the vehicle is titled or registered.
- The purchase price of the vehicle is the base price of the vehicle plus any dealer fees charged.

**ALL DEALERS MUST COLLECT IMF; IT IS NOT OPTIONAL!**

Contact SCDMV at [cartaxes@scdmv.net](mailto:cartaxes@scdmv.net) for additional information on tax deductions



# Tax Collection for Out of State Sales

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- When selling a vehicle to a customer who lives outside of South Carolina, you must contact that state to collect the sales tax amount for that state. You will submit the fees/taxes collected to the SCDMV along with the form [TI-IMF: Notification of IMF/Sales Tax Paid to SC Dealers](#).
- Required information:
  - A Buyer's Order/Bill of Sale/Buyer's Invoice
- Maintain copies in the dealer's records to support any deduction taken on the sales tax return
- Give a copy to the customer to submit to their local tax authorities



# Nonresident Military Personnel

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- Nonresident Military personnel are exempt from paying IMF unless they possess an SC credential
- The customer must furnish a **leave and earnings statement (LES)** from the appropriate department of the armed services that indicates their declared state of residence is any state other than SC
- This exemption only applies to motor vehicles primarily designed to carry passengers (e.g., cars, passenger vans, trucks) that have an empty weight of 11,000 lbs. or less and a gross weight of 54,000 lbs. or less, and sport utility vehicles
- This does not include motor vehicles designed primarily to carry property such as trucks (with an empty weight of greater than 11,000 lbs. and a gross weight of greater than 54,000 lbs.) or cargo vans. IMF **is due** on sales of **property-carrying vehicles**





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# Lesson 5: License Plates



# 45-Day Traceable Temporary License Plates

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- All dealers are required to issue a traceable temporary license plate at the time of sale unless a customer is transferring an existing plate.
- The 45-day temporary plate must be associated with the vehicle and the new owner of the vehicle to be used for 45 days from the date of purchase.
- The expiration date of a 45-day plate may not extend beyond the 45 days from the date of purchase.
- If a customer loses a 45-day plate that was issued by a dealer, the dealer must issue the replacement(s), up to a maximum of 5. The replacements must not exceed the original expiration date. SCDMV is only able to replace 45-day plates that were issued from an SCDMV office.
- Beginning January 18, 2024, 45-Day plates can be issued to SC and OOS residents and 30-Day plates will no longer be valid.



# To Purchase A New Plate



If a customer wishes to purchase a new plate, either a paid tax receipt for the new vehicle must be provided or the *Property Tax Section* on the Affidavit & Notification of Sale of Motor Vehicle (Form-416) must be completed.

**Remember, the Property Tax Override will give the SC customer 120 days to pay their property taxes!**

**The name of the customer's automobile insurance company, not the name of the agent, must be listed on the Form 400 Title Application if purchasing a plate.**

**Insurance companies must be licensed to do business in South Carolina.**

Property Tax Section
Check One:
<input type="checkbox"/> Purchase License Plate
D.L. Number _____
License Plate Issued _____
<input type="checkbox"/> Transfer License Plate
Signature of Buyer/If purchasing plates
Property taxes will be due in 120 days



# To Transfer a License Plate

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- At least one owner listed on the plate must match the newly listed owners
- Plate types are not able to change when transferring a license plate
- Most plates may be transferred from a car to a truck and from a truck to a car
- Customers may place the plate they are transferring on the new vehicle at the time of purchase. Make sure they have a copy of their previous registration and the bill of sale for the new vehicle
- Plates must have at least 3 months left on the current registration to be able to be transferred
- The fee to transfer a license plate will be \$10.00 plus any fees for additional weight (if applicable)
- Must list the name of the customer's automobile insurance company on the Form 400



# License Plate Transfers

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If the customer wants to place their plate on the vehicle and does not want a 45-day temp tag, you **must** initiate the “**Transfer Plate**” transaction in the EVR system **before** the customer leaves the dealership.



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# Lesson 6: Completing the Form 400



# Form 400 – Title Application

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- All SC Title Transactions must include a completed [Form 400 Title Application](#)
- Use the owner's SC credential number to ensure the correct customer record is selected.
- If the lien holder is an ELT (Electronic Lien Holder), please list the ELT customer number provided by the lender on the form.
- Verify the VIN on the vehicle, the VIN on the MCO/Title, and the VIN on the paperwork all match before submitting!

**No strikeouts, erasures, or whiteouts are allowed on the form!**



# Section 1



This section must be completed for all title and/or registration transactions

SECTION 1 – REQUIRED FOR ALL TRANSACTIONS									
TRANSACTION TYPE		TITLE SPECIFIC INFORMATION				SPECIAL VEHICLE TYPE (if applicable)			
<input type="checkbox"/> TITLE		<input type="checkbox"/> EXPEDITE (only title transactions, only in branch offices, additional \$20.00 fee)				<input type="checkbox"/> MOPED			
<input type="checkbox"/> REGISTRATION		<input type="checkbox"/> RECORD LIEN		<input type="checkbox"/> DUPLICATE TITLE		<input type="checkbox"/> LEASE		<input type="checkbox"/> LOW SPEED VEHICLE	
VEHICLE INFORMATION									
VEHICLE IDENTIFICATION NUMBER (VIN)			MAKE		MODEL		YEAR		
BODY STYLE		<input type="checkbox"/> GAS <input type="checkbox"/> HYBRID or		<input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC		EMPTY WEIGHT		MOPED – ENGINE CCs OR WATTAGE	
OWNER/LESSEE INFORMATION									
<i>Your complete name is required on all title and registration documents.</i>									
NEW PRIMARY OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)				CUSTOMER NO., DL NO., SSN, OR FEIN		DATE OF BIRTH			
NEW CO-OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)			SHARED OWNERSHIP <input type="checkbox"/> AND or <input type="checkbox"/> OR		CUSTOMER NO., DL NO., SSN, OR FEIN		DATE OF BIRTH		
PRIMARY OWNER'S/LESSEE RESIDENCE ADDRESS (APT. NO. IF APPLICABLE)			CITY		STATE	ZIP CODE	COUNTY		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			CITY		STATE	ZIP CODE	COUNTY		
UPDATE VOTER REGISTRATION									
Unless you indicate otherwise, the addresses above will be used by the State Election Commission to update your voter registration: <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> Do not update my mailing address.									
ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE)			CITY		STATE SC	ZIP CODE	COUNTY		
PHONE NUMBER		TEMPORARY ADDRESS (IF APPLICABLE)				EXPIRATION OF TEMPORARY ADDRESS			
LEASING COMPANY INFORMATION									
<i>Complete only for a leased vehicle</i>									
LEASING COMPANY NAME			PHONE NUMBER		CONTACT PERSON		CUSTOMER NUMBER		
ADDRESS			CITY		STATE	ZIP CODE	COUNTY		

**Transaction Type:** Select Title, Registration, or both

**Title Specific Information:** Select If Applicable

**Special Vehicle Type:** Select If Applicable  
Moped or Low-Speed Vehicle

**Vehicle Information:** Verify and list the VIN, Make, Model, Year, Body Style, Fuel Type, Empty Weight, Moped Engine CCs or Wattage (if applicable)

**Owner/Lessee Information:** Verify and list each owner's information. **Make sure to select the correct shared ownership type!**

**Leasing Company Information:** If applicable verify and list the leasing company information





# Section 1 - Continued



SECTION 1 – REQUIRED FOR ALL TRANSACTIONS									
TRANSACTION TYPE		TITLE SPECIFIC INFORMATION				SPECIAL VEHICLE TYPE (if applicable)			
<input type="checkbox"/> TITLE <input type="checkbox"/> REGISTRATION		<input type="checkbox"/> EXPEDITE <small>(only title transactions, only in branch offices, additional \$20.00 fee)</small> <input type="checkbox"/> RECORD LIEN <input type="checkbox"/> DUPLICATE TITLE <input type="checkbox"/> LEASE				<input type="checkbox"/> MOPED <input type="checkbox"/> LOW SPEED VEHICLE			
<b>VEHICLE INFORMATION</b>									
VEHICLE IDENTIFICATION NUMBER (VIN)			MAKE	MODEL	YEAR				
BODY STYLE	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID or <input type="checkbox"/> ELECTRIC		EMPTY WEIGHT	MOPED – ENGINE CCs OR WATTAGE					
<b>OWNER/LESSEE INFORMATION</b>									
<small>Your complete name is required on all title and registration documents.</small>									
NEW PRIMARY OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)			CUSTOMER NO., DL NO., SSN, OR FEIN		DATE OF BIRTH				
NEW CO-OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)		SHARED OWNERSHIP <input type="checkbox"/> AND or <input type="checkbox"/> OR		CUSTOMER NO., DL NO., SSN, OR FEIN		DATE OF BIRTH			
PRIMARY OWNER'S/LESSEE RESIDENCE ADDRESS (APT. NO. IF APPLICABLE)			CITY	STATE	ZIP CODE	COUNTY			
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			CITY	STATE	ZIP CODE	COUNTY			
<b>UPDATE VOTER REGISTRATION</b>									
<small>Unless you indicate otherwise, the addresses above will be used by the State Election Commission to update your voter registration:</small> <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> Do not update my mailing address.									
ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE)			CITY	STATE	ZIP CODE	COUNTY			
PHONE NUMBER				TEMPORARY ADDRESS (IF APPLICABLE)			EXPIRATION OF TEMPORARY ADDRESS		
<b>LEASING COMPANY INFORMATION</b>									
<small>Complete only for a leased vehicle</small>									
LEASING COMPANY NAME			PHONE NUMBER	CONTACT PERSON		CUSTOMER NUMBER			
ADDRESS			CITY	STATE	ZIP CODE	COUNTY			

If **“AND”** is chosen, then the listed owners will hold the title to the vehicle together. The signatures of all owners will be required for future title transactions.

If **“OR”** is chosen, this type of ownership is called a joint tenancy with the right of survivorship. Either owner may sign for future transactions.

**“Address Where Vehicle is Housed”** may be used if the vehicle will stay at a different location than the primary owner’s address.



# Section 2



**This section must be completed for all title transactions**

SECTION 2 – ONLY REQUIRED FOR TITLE TRANSACTIONS				
<b>ODOMETER MILEAGE</b>				
Federal and state law requires that you state the mileage when the transferring ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.				
I STATE THAT THE ODOMETER NOW READS _____ (MILES NOT KILOMETERS, NO TENTHS) AND TO THE BEST OF MY KNOWLEDGE THAT IT REFLECTS THE <b>ACTUAL MILEAGE</b> OF THE VEHICLE DESCRIBED ABOVE <b>UNLESS</b> ONE OF THE FOLLOWING STATEMENTS IS CHECKED:				
	<b>DO NOT CHECK ONE OF THE FOLLOWING UNLESS IT APPLIES.</b>			
	<input type="checkbox"/> EXEMPT			
	<input type="checkbox"/> I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.			
	<input type="checkbox"/> I CERTIFY THAT THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. <b>WARNING ODOMETER DISCREPANCY.</b>			
<b>LIEN INFORMATION</b>				
<i>ELT provider must include ELT customer Number.</i>				
CUSTOMER NO. OR FEIN	LIENHOLDER NAME (FIRST LIEN)	DATE OF LIEN	CONTACT PERSON	PHONE NUMBER
MAILING ADDRESS			CITY	STATE      ZIP CODE
CUSTOMER NO. OR FEIN	LIENHOLDER NAME (SECOND LIEN)	DATE OF LIEN	CONTACT PERSON	PHONE NUMBER
MAILING ADDRESS			CITY	STATE      ZIP CODE

**Odometer Mileage:** List the vehicle’s current mileage!

Mileage **must** be listed unless the odometer brand is “Exempt”

**Do not** select an odometer brand unless it applies!

**Lien Information:** If the vehicle has a lien, make sure all documentation matches.

If the lien holder is an ELT, list the company’s ELT number in the customer number area!



# Section 2 - Continued



This section must be completed for all title transactions

SECTION 2 – CONTINUED						
ADDITIONAL INFORMATION						
PRIOR TITLE STATE	PRIOR TITLE NUMBER	DATE FIRST OPERATED IN SC	ENERGY EFFICIENT MANUFACTURED/MOBILE HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IMF/SALES TAX						
Vehicles purchased from individuals and titled in South Carolina are subject to IMF or sales tax unless exempt. The fee is 5% of the sales price up to a maximum of \$500.00. <i>Mobile homes are calculated differently.</i>						
<input type="checkbox"/> The vehicle was transferred from: <input type="radio"/> MY PARENT <input type="radio"/> MY SPOUSE <input type="radio"/> MY CHILD <input type="radio"/> MY BROTHER/SISTER <input type="radio"/> MY GRANDPARENT <input type="radio"/> MY GRANDCHILD						
<input type="checkbox"/> The vehicle was transferred to me as: <input type="radio"/> LEGAL HEIR <input type="radio"/> BENEFICIARY <input type="radio"/> DISTRIBUTE						
<input type="checkbox"/> I am active-duty Military						
<input type="checkbox"/> The vehicle was a bonafide gift						
PURCHASE INFORMATION						
*Gross capitalized cost is the original cost of the vehicle not including taxes, interest, or cab customizing and is used to calculate the road use fee for vehicles that have a gross vehicle weight (GVW) of 26,001 lbs. or more. Leave blank if this does not apply to your vehicle.						
SELLER OR DEALER NAME		ADDRESS		CITY	STATE	ZIP CODE
DEALER NO.	SALES TAX NO.	<input type="checkbox"/> NEW or <input type="checkbox"/> USED	DATE OF PURCHASE	SALES PRICE	*GROSS CAPITALIZED COST	TRADE-IN AMOUNT

Gross capitalized cost is the base cost of the vehicle and does not include any interest, cab customizations, taxes, or fees.

**Additional Information:** List the vehicle’s prior title information if applicable

**IMF/Sales Tax:** Complete this portion if the customer has an exemption to paying IMF or Sales Tax

**Purchase Information:** List the seller or dealer information. Dealers **MUST** include their SC dealer number and Sales Tax ID.

The sales Price must include any dealer fees charged (Doc fees).

Do not include any trade amount in the sales price as this will be listed separately.

Gross Capitalized Cost is required for vehicles with a GVW of 26,001 lbs. or more.



# Section 3 – Transaction Type



This section must be completed for all registration transactions

## SECTION 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS

SELECT DESIRED TRANSACTION			
<input type="checkbox"/> NEW PLATE	<input type="checkbox"/> TRANSFER PLATE	PLATE NUMBER TO TRANSFER	<input type="checkbox"/> EXCHANGE
		NEW PLATE TYPE	

## SECTION 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS

SELECT DESIRED TRANSACTION			
<input type="checkbox"/> NEW PLATE	<input type="checkbox"/> TRANSFER PLATE	PLATE NUMBER TO TRANSFER	<input type="checkbox"/> EXCHANGE
		NEW PLATE TYPE	
<b>DISCLOSURE</b> <i>Required only for vehicles 26,000 lbs or more.</i> The Department must obtain the (SSN) when a vehicle is registered Code §56-3-240).			
GROSS VEHICLE WEIGHT (GVW)		TO INCREASE GROSS VEHICLE WEIGHT	NEW GROSS VEHICLE WEIGHT:
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> COMMERCIAL or <input type="checkbox"/> NON-COMMERCIAL
I (WE) DECLARE THAT THIS VEHICLE IS INSURED WITH:		INSURANCE COMPANY	

### Select Desired Transaction:

**New Plate** – The customer will receive a new plate

**Transfer Plate** – The customer is transferring an existing plate. List the plate number in the text box beside the transfer plate check box.

**Exchange** – Exchanging a plate is currently not available through EVR.

**Gross Vehicle Weight:** If the vehicle is a truck or cargo van, GVW is required.

**Commercial or Non-Commercial:** Select if the vehicle will be for commercial use or non-commercial use.



# Section 3 - Continued



This section must be completed for all registration transactions

### SECTION 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS

SELECT DESIRED TRANSACTION				
<input type="checkbox"/> NEW PLATE	<input type="checkbox"/> TRANSFER PLATE	PLATE NUMBER TO TRANSFER	<input type="checkbox"/> EXCHANGE	NEW PLATE TYPE
GROSS VEHICLE WEIGHT (GVW)	<input type="checkbox"/> TO INCREASE GROSS VEHICLE WEIGHT	NEW GROSS VEHICLE WEIGHT:	<input type="checkbox"/> COMMERCIAL or <input type="checkbox"/> NON-COMMERCIAL	

**DISCLOSURE**  
*Required only for vehicles 26,000 lbs. or greater and bus common carriers*  
 The Department must obtain the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) when a vehicle is registered with a GVW of more than 26,000 pounds or a bus common carrier (SC Code §56-3-240).

**INSURANCE CERTIFICATION**  
 A vehicle must be insured with liability insurance coverage through a company licensed to do business in South Carolina, when it is registered, and it must remain insured while registered.

I (WE) DECLARE THAT THIS VEHICLE IS INSURED WITH:

**DISCLOSURE**  
*Required only for vehicles 26,000 lbs. or greater and bus common carriers*  
 The Department must obtain the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) when a vehicle is registered with a GVW of more than 26,000 pounds or a bus common carrier (SC Code §56-3-240).

**INSURANCE CERTIFICATION**  
 A vehicle must be insured with liability insurance coverage through a company licensed to do business in South Carolina, when it is registered, and it must remain insured while registered.

I (WE) DECLARE THAT THIS VEHICLE IS INSURED WITH:

**Disclosure:** If the vehicle has a GVW of 26,000 lbs. or more and bus common carriers, list the customer's FEIN or SSN.

**Insurance Certification:** List the customer's automobile insurance company.



# Section 4



This section must be completed for all title and/or registration transactions

## SECTION 4 – REQUIRED FOR ALL TRANSACTIONS

### DONATE LIFE SC

YES, I WISH TO DONATE \$5.00, MORE OR LESS, TO DONATE LIFE SC.

AMOUNT OF DONATION:

\$

### SIGNATURE OF OWNER

I DECLARE THAT I AM THE OWNER OF THIS VEHICLE. I REQUEST THAT A SOUTH CAROLINA CERTIFICATE OF TITLE AND/OR REGISTRATION BE ISSUED. THE VEHICLE IS SUBJECT TO THE LIENS NAMED AND NO OTHERS. IF REGISTERING A COMMERCIAL VEHICLE OVER 10,000 lbs., I CERTIFY THAT I AM FAMILIAR WITH THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS AND/OR FEDERAL HAZARDOUS MATERIALS REGULATIONS. UNDER PENALTY OF PERJURY, I CERTIFY ALL INFORMATION PROVIDED IS TRUE AND CURRENT.

OWNER	DATE	CO-OWNER	DATE

SIGNATURE OF OWNER(S) - MUST BE SIGNED IN INK BY OWNER OR AUTHORIZED AGENT (ATTACH POWER OF ATTORNEY IF APPLICABLE)

**Donate Life SC:** If a customer wishes to donate to Donate Life, select the “Yes” check box and list the amount in the “Amount of Donation” text box.

**Signature of Owner:** If the ownership relationship was listed as “OR” only one owner’s signature is required. If the ownership relationship was listed as “AND” all owners must sign.

If someone other than an owner signs the application, a Power of Attorney (POA) must accompany the application.



# Standard Title Fees



Title Fee	\$15.00
Infrastructure Maintenance Fee (IMF)	5% of the purchase price less any trade-in (Maximum \$500)
Expedite Fee (for over-the-counter requests) <i>Not available for Out of State Titles</i>	\$20.00



# Registration Fees



Standard Passenger Car Registration Fee	\$40.00
Standard Registration Fee for people who are 64	\$38
Standard Registration Fee for people who are 65 and older or who has a disability	\$36
Plate Transfer Fee	\$10.00
Specialty License Plate Fees	See <a href="#">Form MV-95</a> for Fees
Alternative Fuel Road Use Fee	\$120.00
Hybrid Road Use Fee	\$60.00

Registration fees for trucks and cargo vans will be based on the owner's declared Gross Vehicle Weight (GVW). The customer's desired GVW must be listed on the Form 400.

Please see our [License Fee Schedule](#) to determine the registration fees for trucks and cargo vans!





# Late Penalty Fees



Additional penalty fees will apply if the vehicle is registered after 45 days from the date of purchase!

46 – 60 days late	\$10.00
61 – 75 days late	\$25.00
76 – 135 Days Late	\$50.00
Over 135 Days Late	\$75.00



# Gross Vehicle Weight (GVW)



- Is required to register any truck or cargo van
- Calculated as the **empty weight** of the vehicle *plus* the **heaviest load** the vehicle may carry or tow
- **Must be declared by the owner on the Form 400**
- Can not be lower than the empty weight
- Determined in Units of 1,000 lbs.

## **For example:**

A truck has an empty weight of 4,348 lbs. and the owner wishes to tow a fishing boat that weighs a total of 2,700 lbs. The vehicle must have a listed GVW of at least 8,000 lbs. to cover the weight of the vehicle and the unit being towed.



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# Lesson 7: Electronic Vehicle Registration (EVR) and Important Contact Information



# YOUR NEXT STEPS AS A DEALER



All dealers are required to utilize an EVR Service Provider

You must submit the following to your selected EVR Service Provider

- Completed SCDMV form [EVR-3 Electronic Vehicle Registration Titling Program Auto Dealer Application](#)
- Complete the SCDMV Dealer Contract

The EVR Service Provider will forward the form EVR-3 and Contract to SCDMV.

**Remember: When Completing the SCDMV Dealer Contract, ensure that the Owner/principal information matches the listed owner/contact person associated with SCDMV Dealer License customer number. The physical and mailing addresses must match what is associated with the SC Dealer License on file with SCDMV.**

**Ensure that all sections to be completed by SCDMV on contract and applications forms are left blank , this will help eliminate rejection applications. Application signature must be consistent throughout the contract document.**



# SC EVR Program

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Provides immediate, remote title and/or registration of vehicles

Eliminates the need to wait in line for vehicle registrations

Provides better and more efficient DMV service remotely

Provides access to the most up-to-date information for your customers

Provides the ability to update customer data instantly

Reduces the dependency on the DMV customer service center offices



# Current EVR Providers & Association Contacts

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**Computerized Vehicle Registration:** Phone: 800-386-1746

**Decision Dynamics, Inc.:** Phone: 844-836-1621, Email: [Sales@DDITechnology.com](mailto:Sales@DDITechnology.com)

**Title Tec:** Phone: 919-909-7110

**South Carolina Automobile Dealers Association (SCADA):** 803-252-0205

**Carolina Independent Automobile Dealers Association (CIADA):** 800-432-4232 or 704-455-2117



# Creating Customer Numbers

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EVR dealers requiring assistance with creating customer numbers or have customer numbers to be combined please **e-mail** the following form(s) to [evr@scdmv.net](mailto:evr@scdmv.net).

- EVR-1 (individual customer)
- EVR-2 (business customer)
- CM-002 (to combine multiple customer numbers)



# Mailing Documents to SCDMV

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## **Mail completed EVR transaction documents to:**

SCDMV

Attn: Vehicle Compliance and Oversight

10311 Wilson Boulevard

Post Office Box 1498

Blythewood, SC 29016- 0025

**Do Not mail any completed EVR transaction documents to  
local Branch Offices**





# Stay Up-To-Date

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Please continue to visit our website at [SCDMVonline.com](https://www.scdmvonline.com)

[“Dealer Communications”](#)

[SCDMV Dealer Licenses](#)

If you would like to sign up for an in-person course, [click here to complete our online registration form!](#)



# Important SCDMV Contact Information

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We recommend utilizing our website <https://www.scdmvonline.com> as most information can be found here

For questions relating to EVR Transactions contact your EVR Service Provider first. If additional assistance is required, contact the applicable SCDMV office.

For questions relating to IMF please e-mail [cartaxes@scdmv.net](mailto:cartaxes@scdmv.net)

For questions relating to Act 51 of 2023: [act51questions@scdmv.net](mailto:act51questions@scdmv.net)

For questions relating to EVR: [vehicle.compliance@scdmv.net](mailto:vehicle.compliance@scdmv.net)

All other dealer related questions: Dealer Licensing – (803) **896-2611**



# Thank You!

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[Please click here to attempt the course quiz!](#)

You must complete the quiz with at least an 80% to receive credit for completing this course!

If you have any questions or concerns about this course, please contact [Training@scdmv.net](mailto:Training@scdmv.net)!