

Processing “Add” and “Add with Transfer” during COVID-19

Established Accounts

During this time of social distancing, the SCDMV is committed to offering as many services online as possible. Please note the following guidance when completing the following transactions electronically.

- 1) Ensure titling paperwork has been completed **prior** to attempting registration of an apportioned vehicle. This includes:
 - ✓ MCO/Title
 - ✓ Form 400
 - ✓ Bill of Sale or Invoice
 - ✓ Payment must be included (IMF, TITLE FEES...)Note: the check must be in the name of the business or purchaser associated with the title (this is current standard operating procedure). Acceptable examples include:
 - a) An IMF check (\$500) in the name of the purchaser and the title fee check (\$15) in the name of the leasing company of the company’s Power of Attorney (POA).
 - b) A check for the total amount of the title transaction (\$515) may be in the dealership’s name or in the business’s/purchaser’s name.

Motor Carrier Services will be completing all of the title work for interstate carriers. Full payment must be sent with the titling work in order for it to be processed.

- 2) All titling and registration paperwork must be included in the same envelope sent through a **tracked mail service** (FedEx, UPS, or USPS) or dropped off at the Blythewood headquarters only during the days and time period specified below
 - a) If mailing, the mailing address must read:

Motor Carrier Services
10311 Wilson Blvd
Blythewood, SC 29016-**0027**

Note: The four-digit extension “0027” (bolded above) is absolutely critical. Without it, your package may not be received immediately by Motor Carrier staff, resulting in delays in titling and registering.
 - b) If dropping off in-person, you must drop off completed packets at SCDMV headquarters in **Blythewood on Tuesday or Thursday from 3-4 pm**. Motor Carrier staff will be not be available to accept drop off work at any other time. Motor Carrier staff will be stationed immediately outside the front door, or in the case of inclement weather, immediately inside the lobby. You do not need to call when you arrive.
- 3) Once the paperwork is received, an employee will check to make sure all the elements necessary to title are present. If they are, the MCS employee will make contact with the customer to let them know the title is being processed. If there are missing elements, the MCS employee will call the customer to let them know what is missing. The customer will then have

five business days to submit the missing information/payment. If the missing pieces have not been submitted in that time frame, MCS will return the packet via regular mail to the customer.

4) After the MCS employee has titled the vehicle, they will begin the registration process.

Completed registration paperwork must include:

- ✓ Schedule C
- ✓ Proof of insurance
- ✓ IRP 9 (if required)
- ✓ Approval to operate, which must be on letterhead (if required)
Notification, on letterhead and signed by both parties allowing IRP account holder to register a vehicle not titled by the IRP account holder
- ✓ Stamped, paid 2290 (required if it has been over 30 calendar days from the purchase date)
The Temporary Evidence of Apportioned Registrations (TEAR) will be flagged to not issue permanent credentials (apportioned plate and cab card) until stamped, paid 2290 is on file.

If all documents are provided, the MCS employee will complete the registration process and e-mail the carrier an invoice for payment. The carrier (or their agent, provided they have an MC-25 "MCS-POA" on file) must provide the SCDMV with a valid e-mail address.

5) Once the invoice is received by the carrier:

- **MCS Web users** will be notified to go online and pay the invoice for the requested transactions. Forms of payment accepted are credit cards, debit cards, and ACH.
 - Once paid, the carrier will be able to print a cab card. The cab card must be printed on the same business day that the invoice is paid. If the carrier does not print the cab card, they must call the MCS Help Desk (803-896-3870) and a MCS employee will print and mail the cab card to the carrier.
 - Once paid, MCS will issue a TEAR (Temporary Evidence of Apportioned Registration) to the carrier. The TEAR is valid for 45 days and will eliminate any down time while the apportioned plate and cab card are mailed to the carrier.
- **Non-Web users** may either a) submit payment based on the invoice by tracked mail or b) schedule an appointment at an IFTA/IRP branch office that is open to pay their invoice and pick up their plate and cab card. Please note that field offices have limited locations open and limited days of operations due to COVID-19.

As of April 13, 2020, the branch office operations/locations are as follows. **All visits are by appointment only.** This may be subject to change in the future:

Monday, Wednesday, and Friday

- Greer
- North Augusta

Monday and Friday

- Chester
- St. George

Wednesday only

- Kingstree
- Dillon

Appointments can be made online at www.scdmvonline.com.