

Titling a vehicle with Motor Carrier Services during COVID-19

The SCDMV Motor Carrier Services Division is committed to offering as many services online as possible to the trucking industry during this time of social distancing (COVID 19). Please note the following guidance when completing the titling process.

- 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 sent through a **tracked mail service** (FedEx, UPS, or USPS). 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.

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.