



# South Carolina Department of Motor Vehicles

## Requirements for Renewing a Motor Vehicle Dealer or Wholesaler License

DLA-1A (IS)  
B  
(Rev. 2/2020)

To renew a motor vehicle dealer license, please complete and submit the following documents to any SCDMV branch office. If you have questions regarding the below renewal process, please contact the Dealer License and Audit Unit at (803) 896-2611.

### I. RENEWING WITHOUT DEALER PLATES

- Check or money order of \$50.00 (license renewal fee)
- Complete SCDMV Form DLA-1: Application for Dealer or Wholesaler License in its entirety (signed **only** by a listed owner or corporate officer if no one owns 10% or more of the business).
- Provide an Applya National Criminal Report on any individual who owns or controls 10% or more of the business. **The report cannot be more than 90 days old** and can be obtained online at The National Criminal Report website [www.myscreeningportal.org](http://www.myscreeningportal.org) or on the SCDMV's website <http://www.scdmvonline.com> (under the Dealer Licenses tab >> Quick Links). Please call (864) 232-4144 with any questions regarding obtaining an Applya National Criminal Report.

### II. RENEWING WITH DEALER PLATES

**Provide the following documents if you are renewing or applying for demonstration plates:**

- Check or money order of \$50.00 (license renewal fee) and \$20.00 for each demonstration plate (dealer demonstration plate fee)
- Complete Form DLA-1: Application for Dealer or Wholesaler License in its entirety (signed **only** by a listed owner or corporate officer if no one owns 10% or more of the business).
- Provide an Applya National Criminal Report on any individual who owns or controls 10% or more of the business. **The report cannot be more than 90 days old** and can be obtained online at The National Criminal Report website [www.myscreeningportal.org](http://www.myscreeningportal.org) or on the SCDMV's website <http://www.scdmvonline.com> (under the Dealer Licenses tab >> Quick Links). Please call (864) 232-4144 with any questions regarding obtaining an Applya National Criminal Report.
- A list of vehicle sales to qualify for demonstration plates. A dealer must have sold at least 15 vehicles during the previous 12 months (dealer license year) to obtain two demonstration plates. Each additional 15 sales will allow the issuance of another plate. A dealer's plate eligibility will be determined from the SCDMV's system, which calculates the total sales to SC retail buyers. If the number of SC retail sales does not warrant any or enough sales for plates, a dealer is authorized to submit out-of-state retail buyers or dealer-to-dealer sales. These sales can be listed on one of the following:
  - a. SCDMV Form DLA-1C: Certification of Vehicles Sold; or
  - b. CVR Sales Volume Verification letter; or
  - c. Letter size paper (8 1/2 x 11) listing a minimum of 15 numbered transactions with date of sale, complete name and address of buyer, vehicle year, make, and VIN**\*Out-of-state sales or dealer-to-dealer sales are the only sales to be submitted to a branch office.\***
- Paper copy of valid commercial (garage) liability insurance (i.e., Certificate of Liability Insurance). Personal liability insurance policy is **not** acceptable. NOTE: Name and physical address of insured must match name and physical address of dealership.

A dealer or wholesaler license applies to only one place of business (of the applicant) and is not transferable to another person or place of business. Any change in information submitted on a first-time or renewal application during the license year must be reported in writing to the Dealer License and Audit Unit at one of the below addresses within 30 days after the change occurs.

**The following actions CANNOT be completed while renewing a license at a branch office and require a new application with supporting documents to be mailed for standard delivery to SCDMV Dealer License and Audit Unit, P.O. Box 1498, Blythewood, SC 29016-0023 or, for overnight delivery, to the physical address of 10311 Wilson Boulevard, Building C, Blythewood, SC 29016-0023.**

- a. Any licensee who is reapplying after having been closed for a year or having a license that has been expired more than 90 days;
- b. Any license that is in a cancelled or suspended status more than 90 days;
- c. Any change in license category;
- d. Any dealer or wholesaler moving to a new location or address change due to E911 system;
- e. Any dealer or wholesaler with a complete change of ownership; and
- f. Any dealer or wholesaler changing the name of the business.

**\*\*\* The Dealer License and 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 License and Audit Unit with a current e-mail address either on the Form DLA-1 Application for a Dealer or Wholesale License or by emailing [dealerdocuments@scdmv.net](mailto:dealerdocuments@scdmv.net). You can download all forms at [www.scdmvonline.com](http://www.scdmvonline.com) under Forms & Manuals.**