



South Carolina Department of Motor Vehicles  
**Customer Checklist**

**MV-118**  
(Rev. 11/25)

**Actions required to complete your vehicle registration.**

**NOTE: When you contact DMV, please include the 4-digit code behind the checked item(s) below:**

1. Our records indicate that a registration for this vehicle has already been processed. Contact the DMV by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0055, or visit a DMV branch office. (4888)
2. Due to a transmission error, your record cannot be processed through the county. Contact the DMV by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0055, or visit a DMV branch office. (4999)
3. Our records show your vehicle has been sold. If this is not correct, contact the DMV by phone at (803) 896-5000 or by email at [help@dmv.sc.gov](mailto:help@dmv.sc.gov). If you have sold the vehicle, turn in your plate to any DMV office and ask if you are due a refund. (8006)
4. Vehicle has a registration suspension. Contact DMV by phone at (803) 896-5000, by email at [help@dmv.sc.gov](mailto:help@dmv.sc.gov), by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0055, or visit a DMV branch office to determine what you must do to clear the suspension. You may need to provide proof of insurance and pay additional fees to clear the suspension. (8015)
5. You have a registration suspension related to insurance. Contact DMV by phone at (803) 896-5000, by email at [help@dmv.sc.gov](mailto:help@dmv.sc.gov), by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0040, or visit a DMV branch office. You may need to provide proof of insurance and pay additional fees to clear the suspension. (8016)
6. Our records indicate that your plate cannot be renewed because of its current status. Contact DMV by phone at (803) 896-5000, by email at [help@dmv.sc.gov](mailto:help@dmv.sc.gov), by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0055, or visit a DMV branch office. (8019)
7. Registration for vehicle has been changed in the last (3) months. You may have sold the vehicle or transferred the tag to a different vehicle. Contact DMV by phone at (803) 896-5000, by email at [help@dmv.sc.gov](mailto:help@dmv.sc.gov), by mail at SC DEPT of MOTOR VEHICLES, PO Box 1498, Blythewood, SC 29016-0055, or visit a DMV branch office. (8038)
8. Your renewal could not be processed at the County. DMV will send you the registration/decals directly or will provide you with additional instructions within 5 business days. (8085, 8143, 8010)
9. There is a problem with your record that requires DMV assistance. Contact the DMV by phone (803) 896-5000 or by email at DMV at [help@dmv.sc.gov](mailto:help@dmv.sc.gov) to determine why registration could not be issued. (8116)



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