South Carolina

Department of Motor Vehicles

Basic Title and Registration Requirements for SC Automobile Dealerships

2026

Purpose

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 January 18, 2024.

Standard Requirements

- 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**

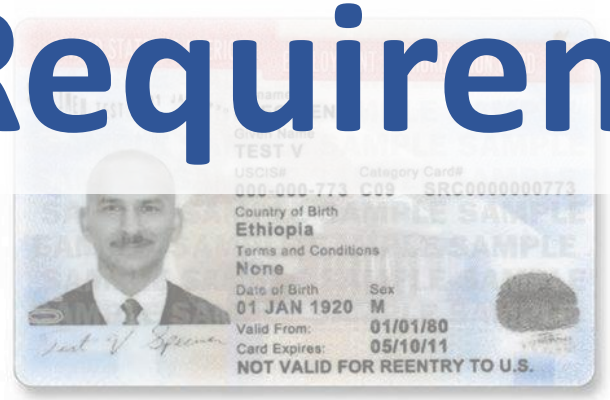
Lesson 1: Identification Requirements















3 Important Points

- 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

- 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, one of the following must be presented:
  - Out-of-State credential
  - Passport
  - Employment Authorization Document (EAD)
  - Permanent Resident Card

- Individuals without an SC credential must also complete the form **TI-006EVR: EVR 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-006EVR: Statement of Vehicle Operation in South Carolina



South Carolina Department of Motor Vehicles

EVR STATEMENT OF VEHICLE OPERATION IN SOUTH CAROLINA

TI-006EVR (08/2026)

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

☐ I am a permanent resident of the State or U.S. Territory of:
My Driver's License/ID # from that state is:
☐ I am a resident of the country of:
I am providing the following photo identification:
☐ Foreign Passport Country and Number:
☐ U.S. Issued Employment Authorization Document Number:
☐ 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.

SECTION B: SELECT OPERATION STATUS

☐ **Active Duty Military (see pg. 2 for additional requirements)**
I am on active military duty stationed in South Carolina.
I am providing the following documents:
☐ Out-of-State Identification ☐ Military Orders ☐ Military ID Number ☐ Leave Earnings Statement

☐ **School Enrollment (see pg. 2 for additional requirements)**
I am currently enrolled in a school in South Carolina.
I am providing the following: ☐ School ID & School ID #_____ ☐ Copy of Enrollment Form(s)

☐ **Vehicle Principally Garaged in South Carolina (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: ☐ deed, mortgage, utility bill (<9 Months old) ☐ letter from employer
☐ Affidavit from SC resident with whom I am currently residing (Resident must complete Form TI-006a Affidavit of Vehicle Housed)

☐ **Medical or Physical Impairment (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)
☐ SC disabled plate or placard # _____ ☐ 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: SC DEALER USE ONLY

I hereby acknowledge that I have verified the above documents presented to me.

SC Dealer Signature: _____ Dealer # _____ Date: _____

Page 1 of 2

Form must be submitted with the title and/or registration application!

Section A: List the owner's name, date of birth, address, email, and vehicle description. Select the identity document provided and the document number. *For multiple owners, only one 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: Dealer agent must sign, list dealer #, and date.

Page 2: An instruction sheet that includes required documentation for each operation status.

The MV-93 lists acceptable proofs of address, if needed.

TI-006EVR Continued

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

- A clear copy of the individual's identification document
- Clear copies of the operation status documentation

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

Vehicles titled and/or registered in a business name, must provide the following:

- Business Name
- **Physical SC address**
- Federal Employer Identification Number (FEIN) or Social Security Number(SSN)

Out of State businesses must provide one of the following:

- the SC address of the driver; or
- an SC housed address for the vehicle must be indicated

For leased vehicles:

- the lessee (registrant) must comply with address requirements

Lesson 2:
Title Requirements

National Motor Vehicle Titling Information System (NMVTIS)

SCDMV 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.

NMVTIS houses official government records on motor vehicle titles and houses roughly 96% of all vehicle titles in the US.

Dealers are highly encouraged to verify title information with NMVTIS before finalizing a sale. Benefits of NMVTIS are:

- Helps to avoid the sell of vehicles that cannot be titled because they are stolen, junked, or have incorrect documentation.
- Helps to reduce title suspensions by ensuring the information entered into our system is accurate.

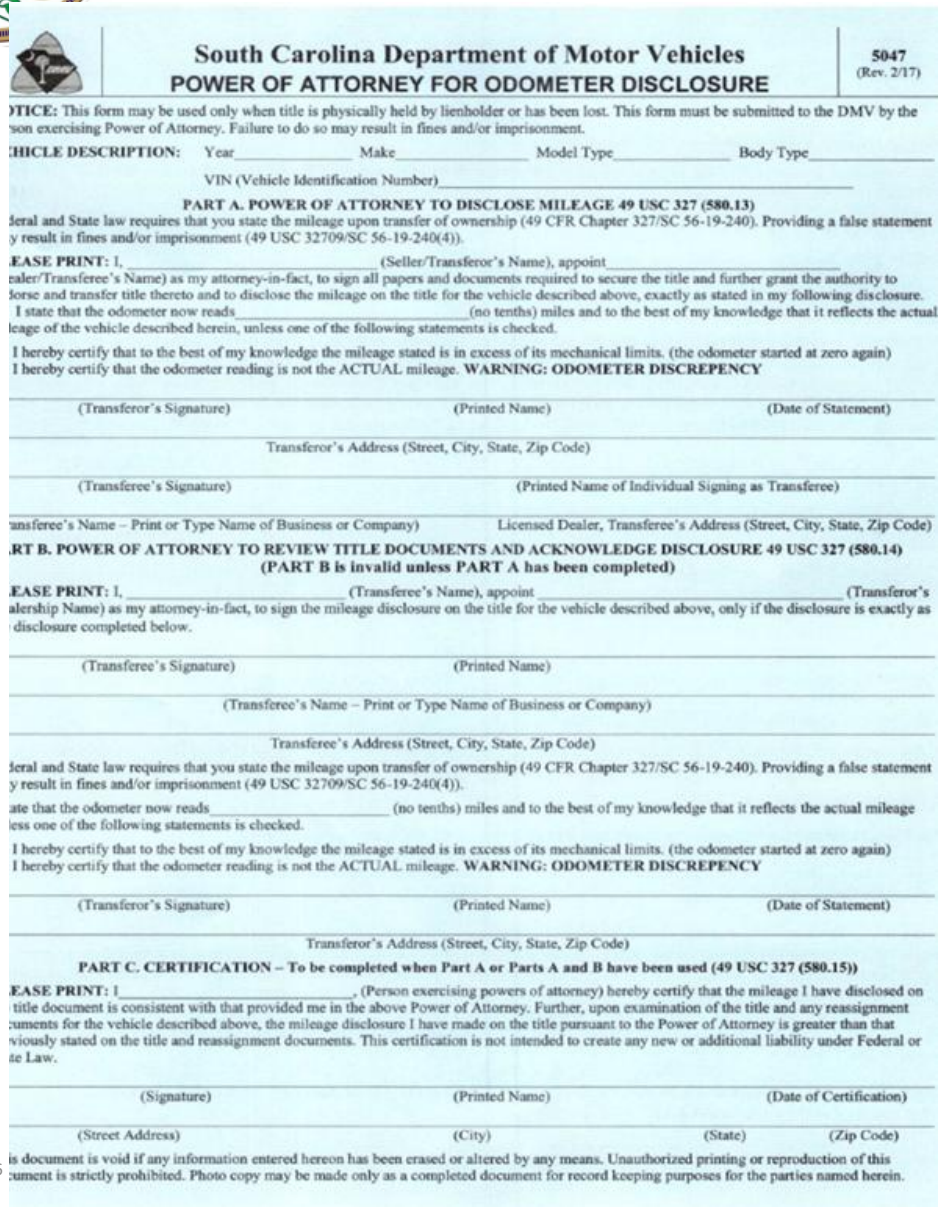
For additional information: http://www.vehiclehistory.gov/nmvtis_vehiclehistory.html

MCO or Current Title

- 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/seller is required to verify that the VIN on every MCO or Title matches the vehicle being sold as well as all the 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. 2/17)

)TICE: 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 son exercising Power of Attorney. Failure to do so may result in fines and/or imprisonment.

:HICLE DESCRIPTION: Year_____ Make_____ Model Type_____ Body Type_____

VIN (Vehicle Identification Number)_____

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

deral 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 y result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)).

.EASE PRINT: I, _____ (Seller/Transferor's Name), appoint_____ ealer/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 lorse 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 leage of the vehicle described herein, unless one of the following statements is checked.

I hereby certify that to the best of my knowledge the mileage stated is in excess of its mechanical limits. (the odometer started at zero again)
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)

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

RT 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)

.EASE PRINT: I, _____ (Transferee's Name), appoint _____ (Transferor's alership 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 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)

deral 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 y result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)).

ate that the odometer now reads_____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage less one of the following statements is checked.

I hereby certify that to the best of my knowledge the mileage stated is in excess of its mechanical limits. (the odometer started at zero again)
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))

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

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

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

is document is void if any information entered hereon has been erased or altered by any means. Unauthorized printing or reproduction of this cument is strictly prohibited. Photo copy may be made only as a completed document for record keeping purposes for the parties named herein.

A Limited Power of Attorney **only** grants a dealer the authority to sign the **title** on behalf of the customer**.**

This form should **only** be used when:

- The owner's title has been lost
- The lien holder is holding the owner's title

The document enables dealers to receive the odometer disclosure from the customer at the time of sale, pending receipt of the title.

*Note: You must have a **Non-Secured Power of Attorney** to sign any other document on behalf of the customer!

Non-Secured Power of Attorney Rules

There is not a standard format, but the document should include:

- Individuals Name
- Attorney-In-Fact
- Vehicle Description
  - VIN, Year, Make, and Model
- Individuals signature
- Witness Signature

Note: The Attorney-In-Fact signature is not required, and copies are acceptable



Any Auto Sales

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
MARY SMITH

John Any
Witness's Signature

8/6/14
Date

sample POA

Title Reassignments

The following information is in reference to reassignments:

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

DRA-001

Dealer's Reassignment of Title to a Motor Vehicle

This document can only be used by dealers to transfer a vehicle from one dealer to another.

This form cannot be used as a bill of sale.



DRA-001

South Carolina Division of Motor Vehicles

DEALER'S REASSIGNMENT OF TITLE TO A MOTOR VEHICLE

YEAR_____ MAKE_____ BODY STYLE_____ VIN _____

Federal and State Law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐1. The mileage stated is in excess of its mechnical limits. ☐2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

DATE OF SALE _____ Signature(s) of Seller(s): _____ Dealer No._____

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s): _____

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐1. The mileage stated is in excess of its mechnical limits. ☐2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

DATE OF SALE _____ Signature(s) of Seller(s): _____ Dealer No._____

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s): _____

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐1. The mileage stated is in excess of its mechnical limits. ☐2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

DATE OF SALE _____ Signature(s) of Seller(s): _____ Dealer No._____

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s): _____

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:

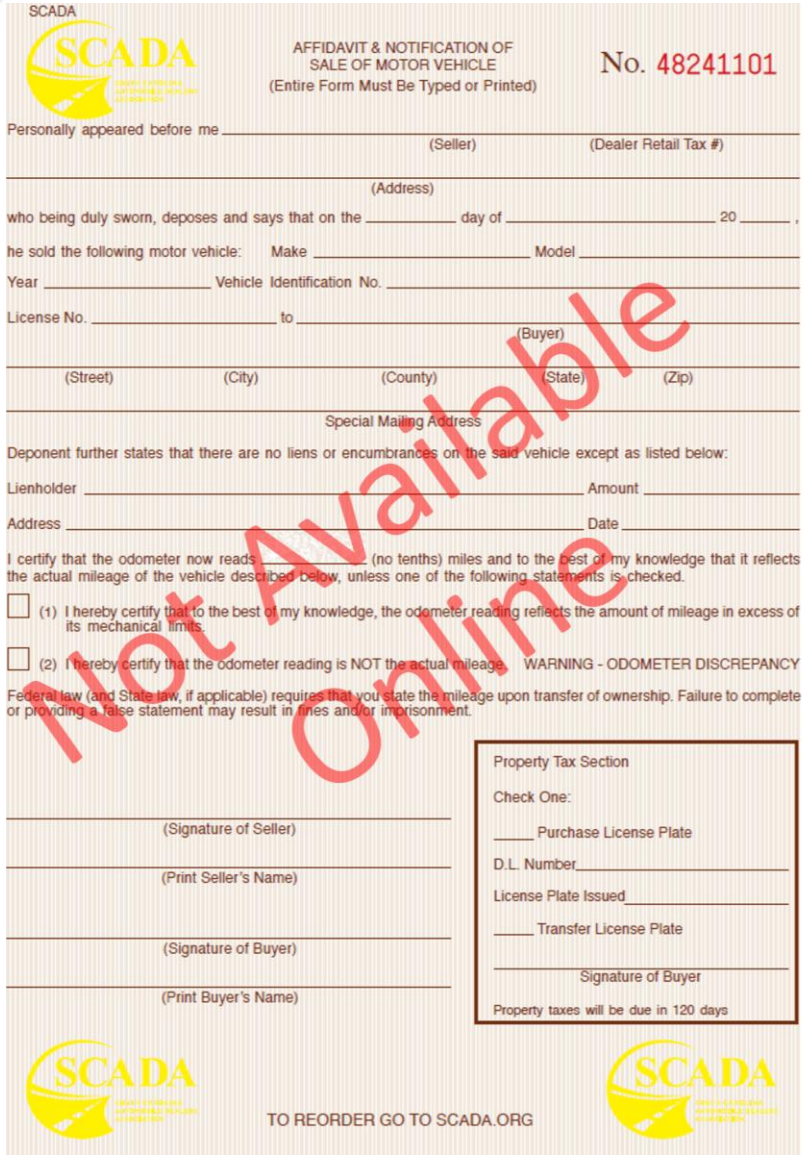
First lien in favor of: _____

(Dealership Name and Individual Signing for Dealer)

(Address) (City) (State) (Zip Code)

© South Carolina Automobile Dealers Association VERIFY AUTHENTICITY. FACE SHOULD HAVE A BLUE BORDER.
Reorder forms from South Carolina Automobile Dealers Association Office: 803-252-0205 I www.scada.org/forms

Affidavit & Notification of Sale of Motor Vehicle



SCADA

AFFIDAVIT & NOTIFICATION OF SALE OF MOTOR VEHICLE
(Entire Form Must Be Typed or Printed)

No. 48241101

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 _____ Vehicle Identification 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.

Property Tax Section

Check One:

_____ Purchase License Plate

D.L. Number_____

License Plate Issued_____

_____ Transfer License Plate

_____ Signature of Buyer

Property taxes will be due in 120 days

_____ (Signature of Seller)

_____ (Print Seller's Name)

_____ (Signature of Buyer)

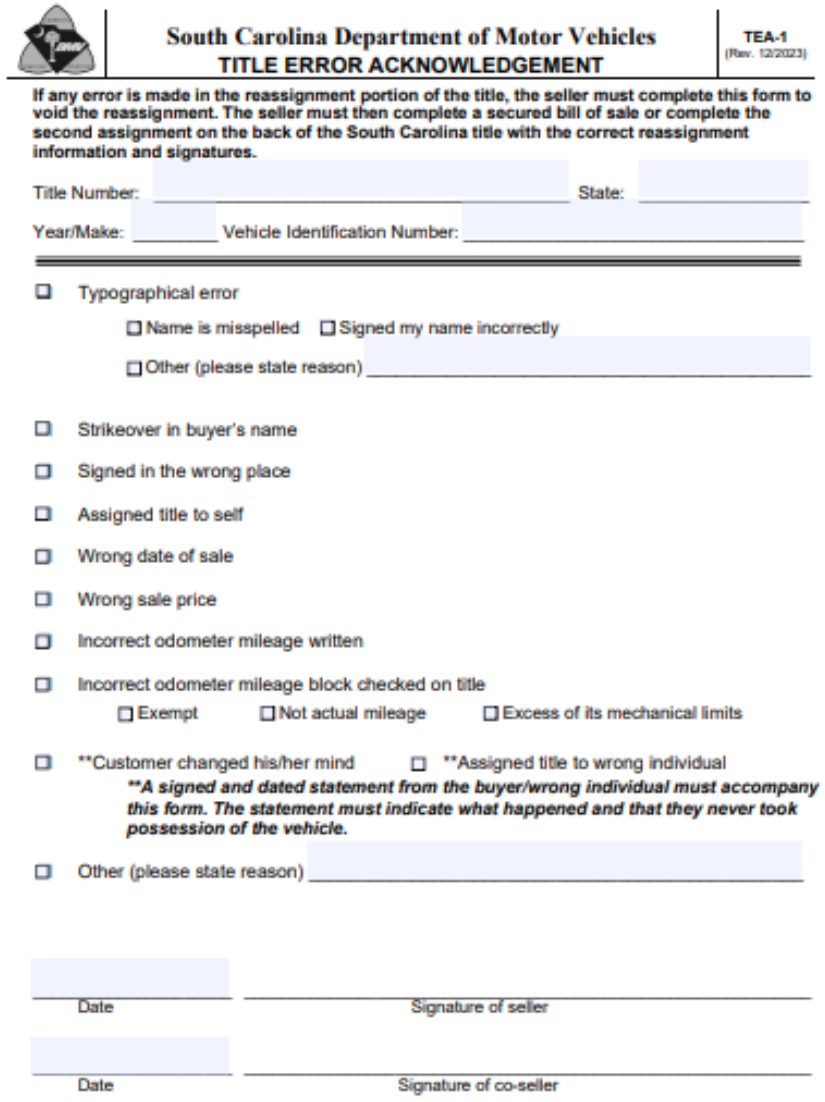
_____ (Print Buyer's Name)

TO REORDER GO TO SCADA.ORG

Not Available Online

- **Only Licensed SC Dealers may use this form**
- 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 ERROR ACKNOWLEDGEMENT

TEA-1
(Rev. 12/2023)

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
  - ☐ Name is misspelled ☐ Signed my name incorrectly
  - ☐ Other (please state reason) _____
- ☐ Strikeover in buyer's name
- ☐ Signed in the wrong place
- ☐ Assigned title to self
- ☐ Wrong date of sale
- ☐ Wrong sale price
- ☐ Incorrect odometer mileage written
- ☐ Incorrect odometer mileage block checked on title
  - ☐ Exempt ☐ Not actual mileage ☐ Excess of its mechanical limits
- ☐ **Customer changed his/her mind ☐ **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.
- ☐ 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 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 out-of-state titles will list both the current title number and the previous title number. Often, users will enter the **previous title number** instead of the **current title number**. Entering the wrong title number will create an NMVTIS title suspension, so be very cautious and verify the number is entered.


STATE OF NORTH CAROLINA

MVR 191 (Rev 05/07)

CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER

YEAR MODEL
2008

MAKE
HOND

BODY STYLE
4S

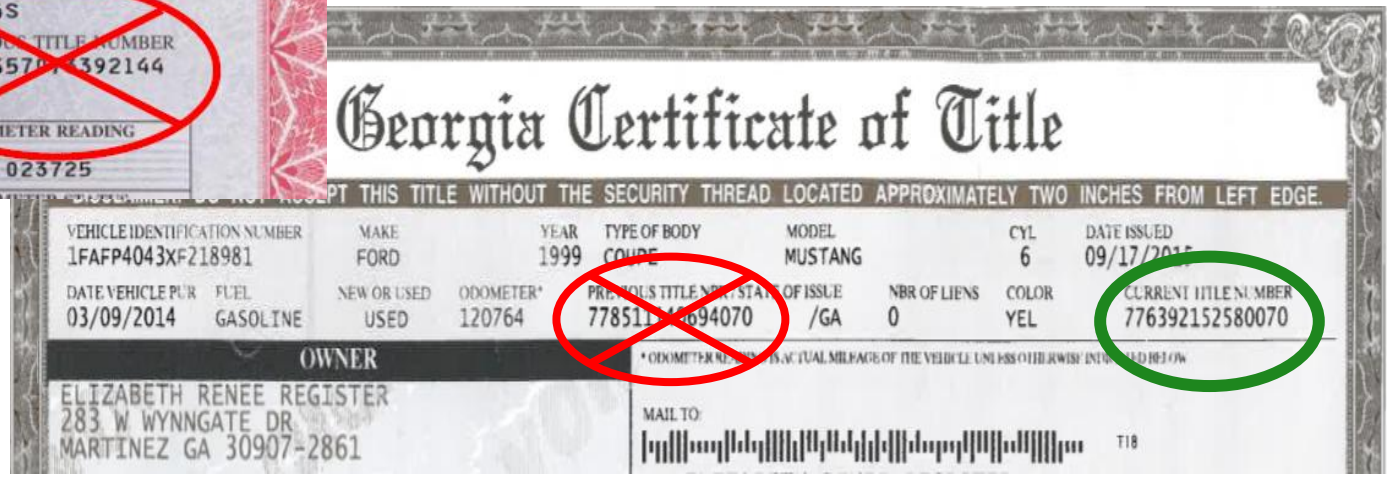
TITLE NUMBER
775609100689163

TITLE ISSUE DATE
03/17/2010

PREVIOUS TITLE NUMBER
7796579392144

ODOMETER READING
023725

AMERICAN HONDA FINANCE CORP
PO BOX 997524


Georgia Certificate of Title

PT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR	TYPE OF BODY	MODEL	CYL	DATE ISSUED
1FAFP4043XF218981	FORD	1999	COUPE	MUSTANG	6	09/17/2015

DATE VEHICLE PUR	FUEL	NEW OR USED	ODOMETER*	PREVIOUS TITLE NBR	STATE OF ISSUE	NBR OF LIENS	COLOR	CURRENT TITLE NUMBER
03/09/2014	GASOLINE	USED	120764	778511[illegible]4070	/GA	0	YEL	776392152580070

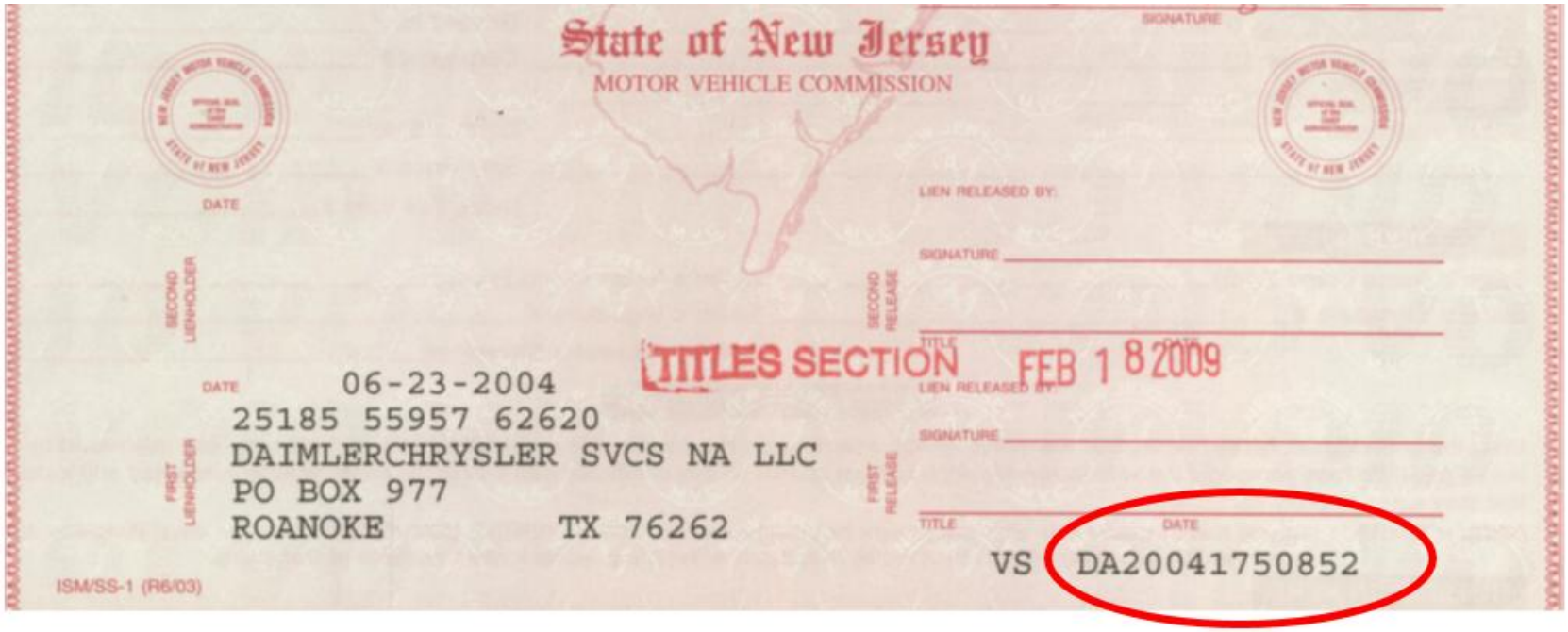
OWNER

ELIZABETH RENEE REGISTER
283 W WYNNGATE DR
MARTINEZ GA 30907-2861

MAIL TO:

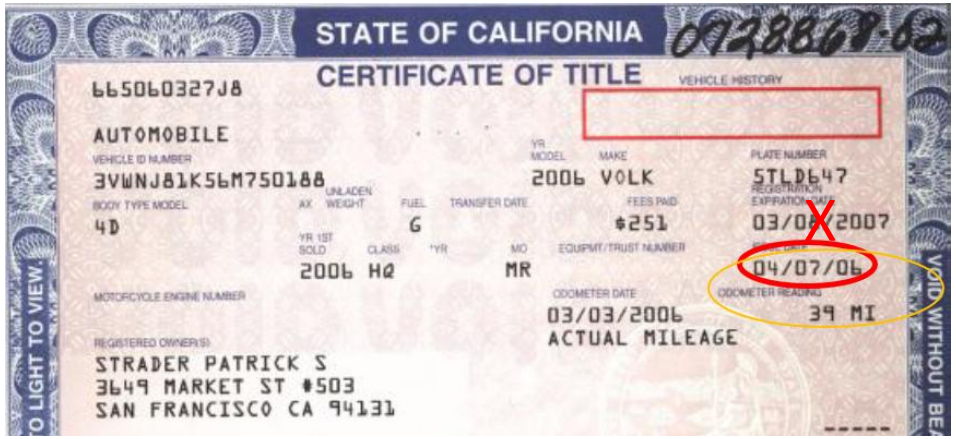
New Jersey Title Numbers

New Jersey title numbers include two alpha characters before the number, which is located at the bottom right-hand corner, as shown below.

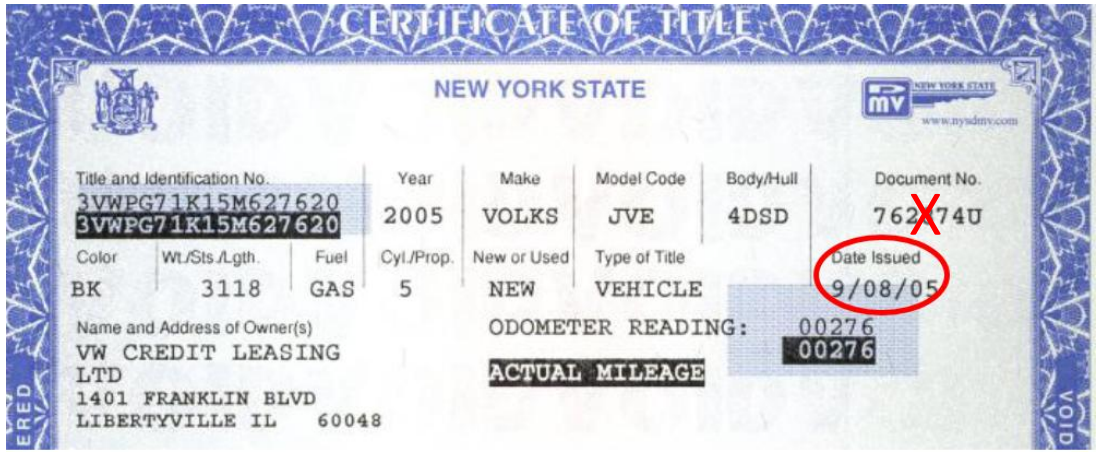


California & New York Title Numbers

California and New York do not use generated title numbers or anything similar. Instead, they 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).**

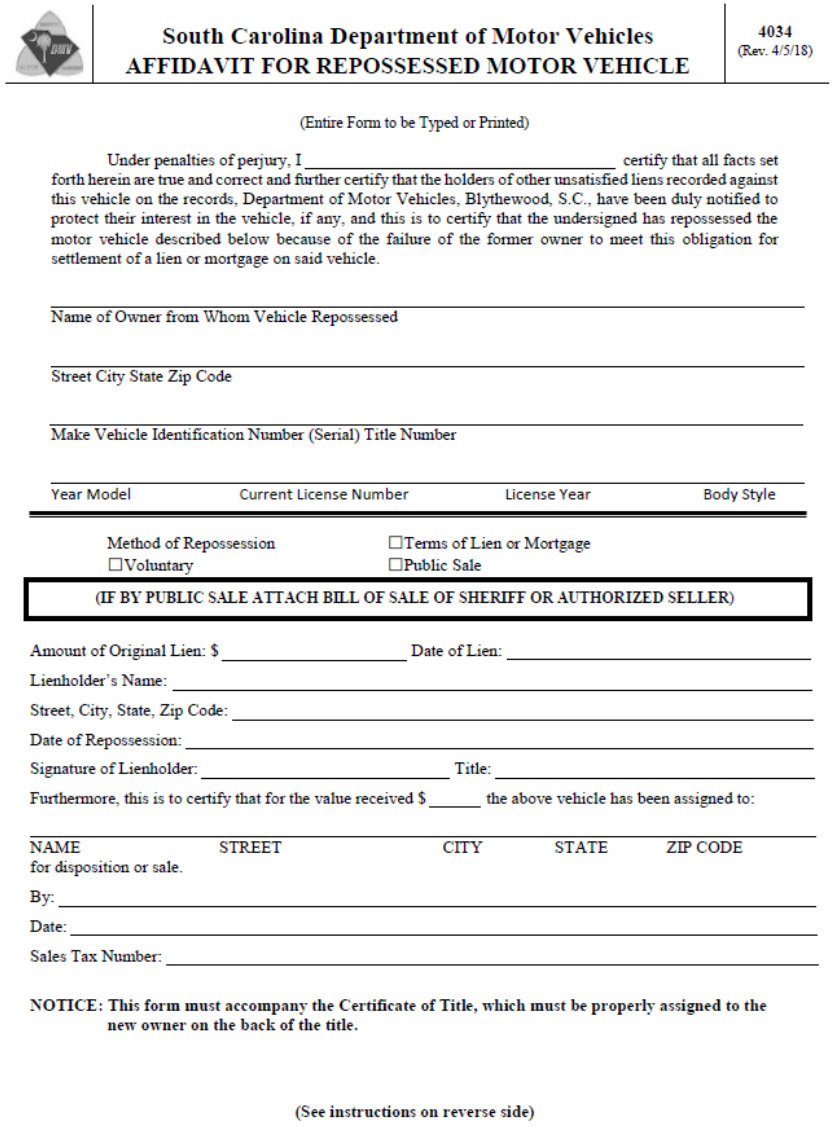


Date issued: 04/07/2006
Title Number: 20060407



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
☐Voluntary
☐Terms of Lien or Mortgage
☐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 title for a repossessed vehicle has a lien listed, Form 4034 Affidavit for Repossessed Motor Vehicle must also be provided.

Additional information:

- Should be completed by the repossessing lien holder to the acquiring dealer.
- Required for all vehicles regardless of title state however, other states should have a similar form.

Magistrate's Bills of Sale/Court Orders

A Magistrate's Bill of Sale (BOS) is a court order awarding a vehicle to a specific entity or person. If they wish to sell the vehicle, they must first obtain a title in their own name (including dealerships). Once they obtain the new title, the vehicle can be then transferred by reassigning it just as any other title.

If a Magistrate's BOS does not have an odometer reading, the vehicle's mileage will be branded "Not Actual Mileage" or "Exempt" depending on the age of the vehicle. If it does show mileage, the vehicle's mileage may be recorded on the new title as "Actual Mileage".

Electronic Signatures

The DMV does not accept electronic signatures on secured documents.

- Examples: MCO, Title, PTO, Form 5047, Odometer Disclosures

They are only acceptable on electronic versions of the Form 400/Title Application, TI-006C, Dealer Bill of Sale/Buyers order.

Lesson 3:
Odometer Disclosure Requirements

Odometer Statement

- Per the 1989 **Truth in Mileage Act**, odometer disclosures are required at the time of sale or transfer of ownership
- The odometer reading must be disclosed for **each** transfer of ownership, including dealer-to-dealer transfers
- The odometer may **never** decrease
- Be very careful when dealing with Odometer brands or Odometer status.

Actual Mileage:
The vehicle's true mileage

Not Actual Mileage:
True mileage can not be verified

Exceeds Mechanical Limits:
Reached highest number and starts back at "0"

Exempt:
Mileage will no longer be listed on title

Odometer Exemption Requirements

Odometer Exemptions:

- If the vehicle was manufactured in 2011 or later and is now at least 20 years old
- If the vehicle was manufactured before 2011 and is now at least 10 years old
- 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
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.**"

Example:
The below image shows a North Carolina title with an empty Odometer box. When transferring this vehicle to South Carolina, the new title must have the odometer reading as one of the following:

- Exempt
- Not Actual Mileage (if mileage is stated)


MVR-191 (Rev. 01/2017)

CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER

YEAR MODEL 1990

MAKE LEXS

BODY STYLE 4S

TITLE NUMBER

TITLE ISSUE DATE 02/03/2022

PREVIOUS TITLE NUMBER

ODOMETER READING

ODOMETER STATUS

TITLE BRANDS

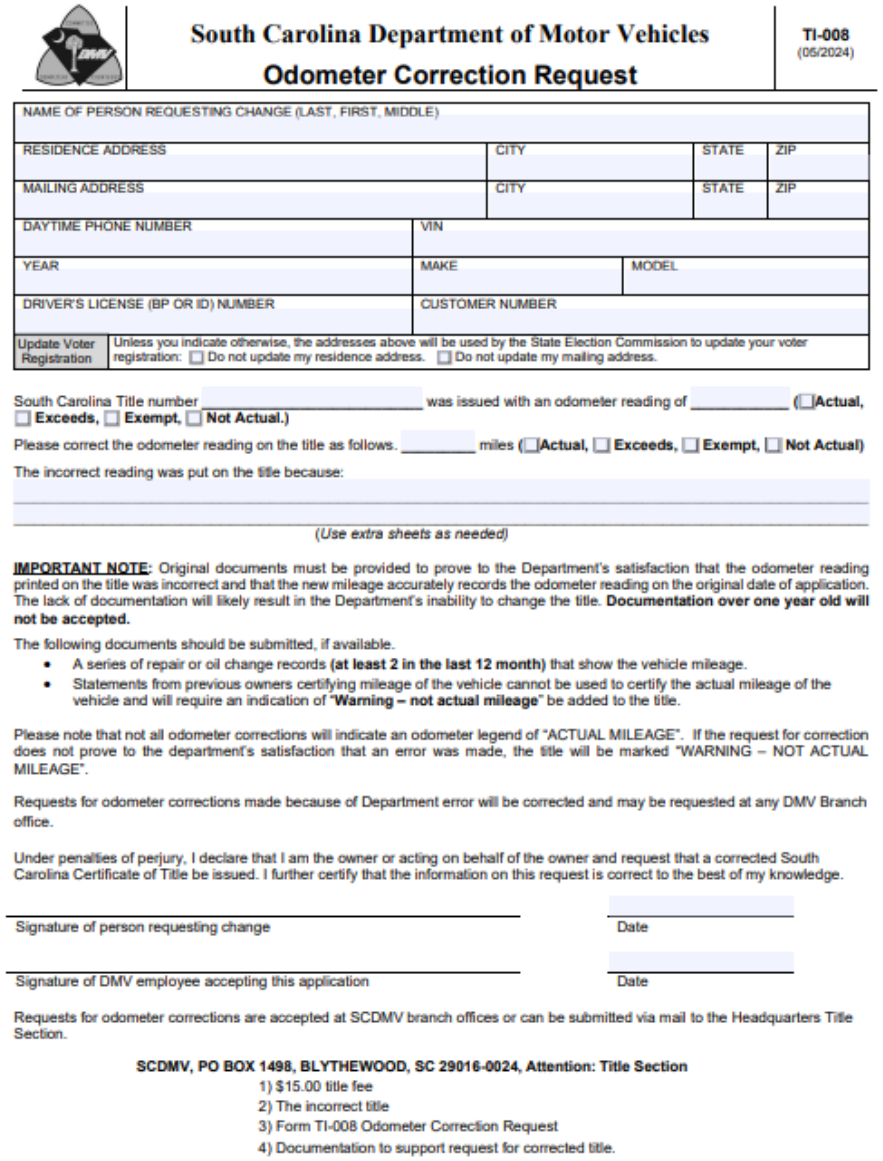
MAIL TO

Odometer Corrections

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

- Incorrect SC Title
- TI-008: Odometer Correction
- Service Records or other documentation supporting the correction
- 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
(05/2024)

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: ☐ Do not update my residence address. ☐ 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 month)** 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

Requests for odometer corrections are accepted at SCDMV branch offices or can be submitted via mail to the Headquarters Title Section.

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.

Lesson 4: Infrastructure Maintenance Fee (IMF)

Collection of IMF

- 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@dmv.sc.gov for additional questions on IMF.

Tax Collection for Out of State Sales

- 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

- 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**

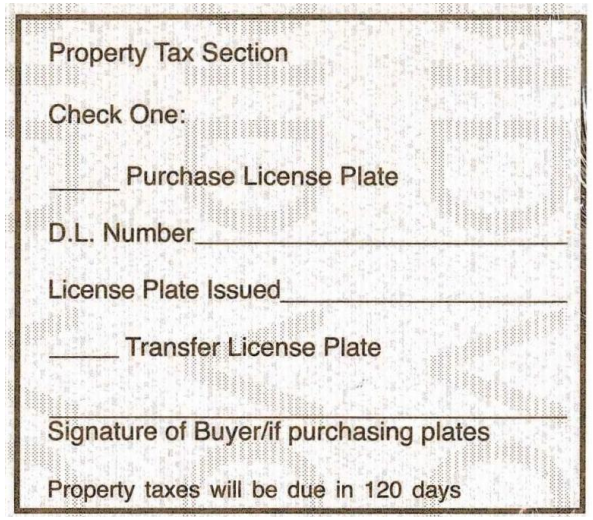
Lesson 5:
License Plates

60-Day Traceable Temporary License Plates

- 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 60-day temporary plate must be associated with the vehicle and the new owner of the vehicle to be used for 60 days from the date of purchase.
- The expiration date of a 60-day plate may not extend beyond the 60 days from the date of purchase.
- If a customer loses a 60-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 60-day plates that were issued from an SCDMV office.
- 60-Day plates can be issued to SC and OOS residents and 30-Day plates are no longer valid.
- Dealers who cannot process 60-day TTLP via EVR must contact their service provider.

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.


Property Tax Section

Check One:

_____ Purchase License Plate

D.L. Number_____

License Plate Issued_____

_____ Transfer License Plate

_____

Signature of Buyer/if purchasing plates

Property taxes will be due in 120 days

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.

To Transfer a License Plate

- At least one owner listed on the plate must match the newly listed owners
- Cannot change plate types 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 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

If the customer wants to place their plate on the vehicle and does not want a 60-day temp tag, you **must** initiate the "**Transfer Plate**" transaction in the EVR system **before** the customer leaves the dealership.

Lesson 6: Completing the Form 400

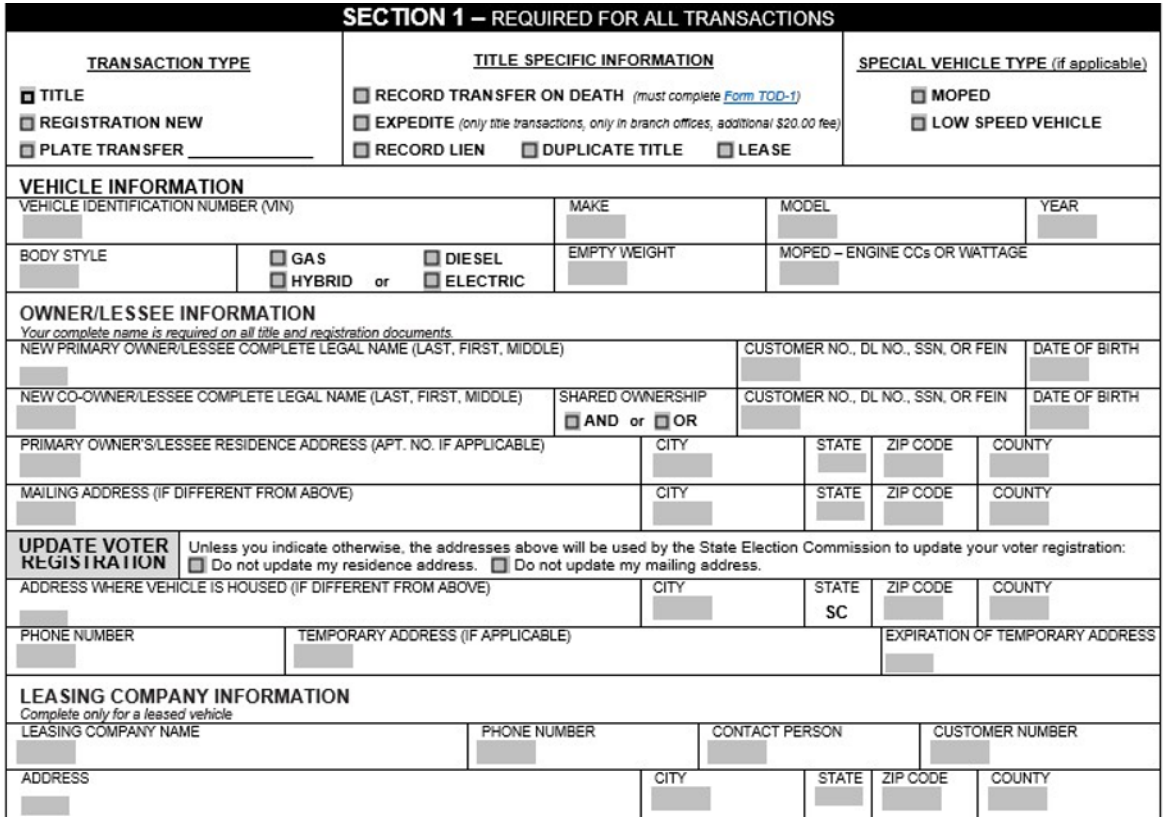
Form 400 – Title Application

- 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 that the VIN on the vehicle, the VIN on the MCO/Title, and the VIN on the paperwork all match before submitting!

No strikeouts or erasures are allowed in the VIN or Odometer.

Section 1

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



SECTION 1 – REQUIRED FOR ALL TRANSACTIONS

TRANSACTION TYPE
- ☐ TITLE
- ☐ REGISTRATION NEW
- ☐ PLATE TRANSFER _____

TITLE SPECIFIC INFORMATION
- ☐ RECORD TRANSFER ON DEATH *(must complete Form TOD-1)*
- ☐ EXPEDITE *(only title transactions, only in branch offices, additional $20.00 fee)*
- ☐ RECORD LIEN ☐ DUPLICATE TITLE ☐ LEASE

SPECIAL VEHICLE TYPE (if applicable)
- ☐ MOPED
- ☐ LOW SPEED VEHICLE

VEHICLE INFORMATION

VEHICLE IDENTIFICATION NUMBER (VIN)		MAKE	MODEL	YEAR
BODY STYLE	☐ GAS ☐ HYBRID or ☐ DIESEL ☐ ELECTRIC	EMPTY WEIGHT	MOPED – ENGINE CCs OR WATTAGE	

OWNER/LESSEE INFORMATION
Your complete name is required on all title and registration documents.

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 ☐ AND or ☐ 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: ☐ Do not update my residence address. ☐ Do not update my mailing address.

ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP CODE	COUNTY
		SC		

PHONE NUMBER	TEMPORARY ADDRESS (IF APPLICABLE)	EXPIRATION OF TEMPORARY ADDRESS

LEASING COMPANY INFORMATION
Complete only for a leased vehicle

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

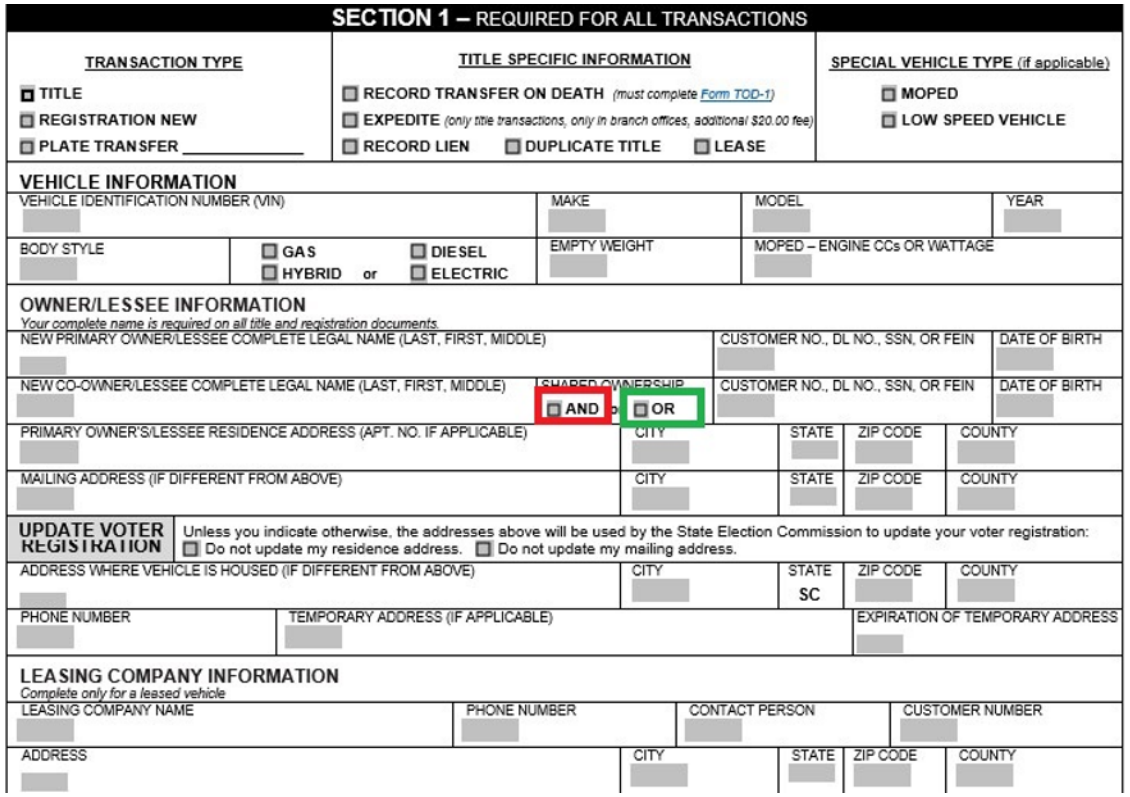
Special Vehicle Type: Select If Applicable

Vehicle Information: Verify then list VIN, Make, Model, Year, Body Style, Fuel Type, Empty Weight, Moped Engine CCs or Wattage

Owner/Lessee Information: Verify then 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
- ☐ REGISTRATION NEW
- ☐ PLATE TRANSFER _____

TITLE SPECIFIC INFORMATION
- ☐ RECORD TRANSFER ON DEATH *(must complete Form TOD-1)*
- ☐ EXPEDITE *(only title transactions, only in branch offices, additional $20.00 fee)*
- ☐ RECORD LIEN ☐ DUPLICATE TITLE ☐ LEASE

SPECIAL VEHICLE TYPE *(if applicable)*
- ☐ MOPED
- ☐ LOW SPEED VEHICLE

VEHICLE INFORMATION

VEHICLE IDENTIFICATION NUMBER (VIN) | MAKE | MODEL | YEAR

BODY STYLE | ☐ GAS ☐ HYBRID or ☐ DIESEL ☐ ELECTRIC | EMPTY WEIGHT | MOPED – ENGINE CCs OR WATTAGE

OWNER/LESSEE INFORMATION

Your complete name is required on all title and registration documents.

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 ☐ AND ☐ 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: ☐ Do not update my residence address. ☐ 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

Complete only for a leased vehicle

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

ODOMETER MILEAGE

Federal and state law requires that you state the mileage when 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 **ACTUAL MILEAGE** OF THE VEHICLE DESCRIBED ABOVE **UNLESS** ONE OF THE FOLLOWING STATEMENTS IS CHECKED:

CAUTION

DO NOT CHECK ONE OF THE FOLLOWING UNLESS IT APPLIES.

- ☐ EXEMPT
- ☐ I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.
- ☐ I CERTIFY THAT THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. **WARNING ODOMETER DISCREPANCY.**

LIEN INFORMATION

ELT provider must include ELT customer Number.

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"

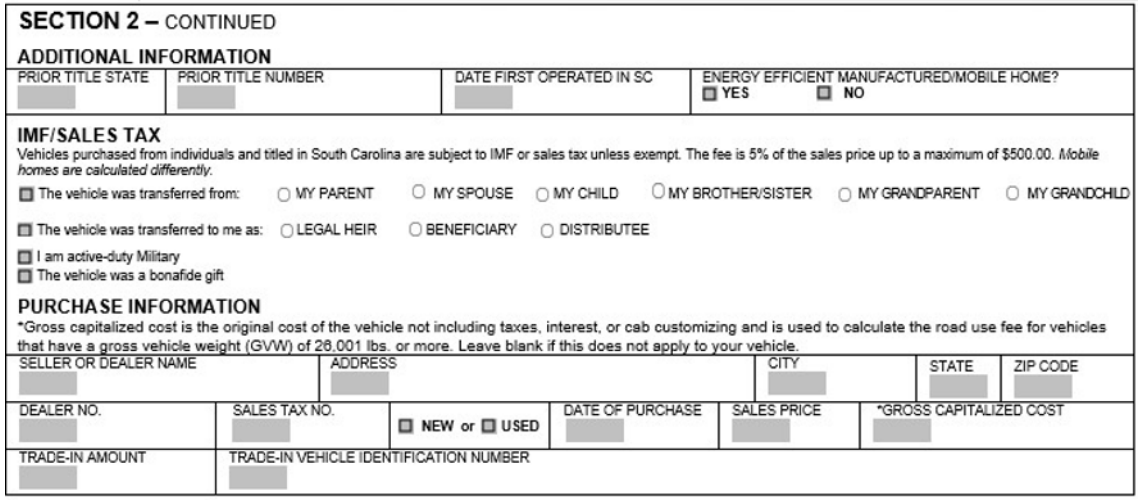
Do not select an odometer brand unless it applies!

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? ☐ YES ☐ 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. *Mobile homes are calculated differently.*

☐ The vehicle was transferred from: ○ MY PARENT ○ MY SPOUSE ○ MY CHILD ○ MY BROTHER/SISTER ○ MY GRANDPARENT ○ MY GRANDCHILD

☐ The vehicle was transferred to me as: ○ LEGAL HEIR ○ BENEFICIARY ○ DISTRIBUTEE

☐ I am active-duty Military

☐ 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.	☐ NEW or ☐ USED	DATE OF PURCHASE	SALES PRICE	*GROSS CAPITALIZED COST

TRADE-IN AMOUNT	TRADE-IN VEHICLE IDENTIFICATION NUMBER

Additional Information: List the vehicle's prior title information, if applicable

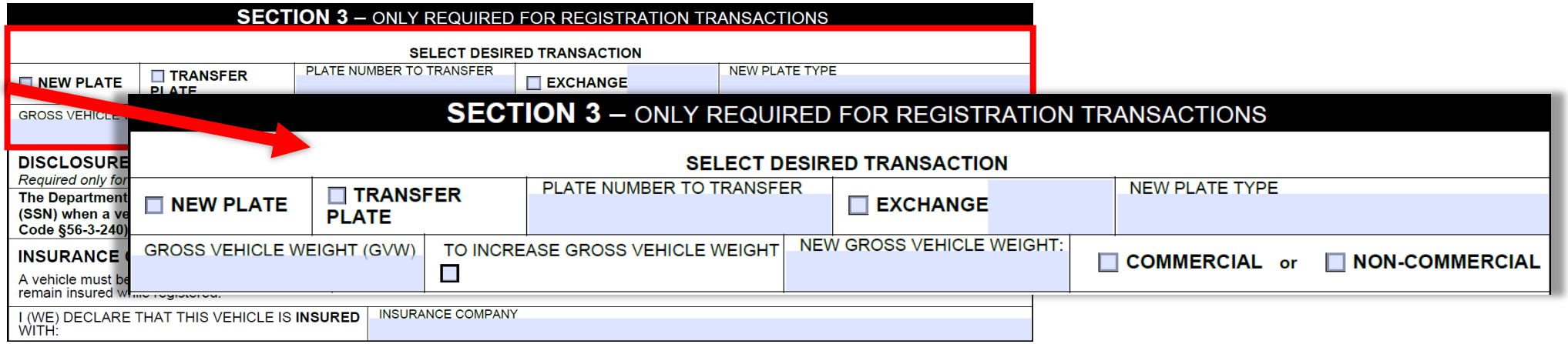
IMF/Sales Tax: Complete if customer has an exemption to paying IMF or Sales Tax

Purchase Information:

- List seller/dealer information. Dealers **MUST** include SC dealer number and Sales Tax ID.
- 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 vehicle's base costs and does not include interest, cab customizations, taxes, or fees. 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



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

☐ NEW PLATE	☐ TRANSFER PLATE	PLATE NUMBER TO TRANSFER	☐ EXCHANGE	NEW PLATE TYPE
GROSS VEHICLE WEIGHT (GVW)	TO INCREASE GROSS VEHICLE WEIGHT ☐	NEW GROSS VEHICLE WEIGHT:	☐ COMMERCIAL or ☐ 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).	SSN or FEIN

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:	INSURANCE COMPANY

Disclosure: Only vehicles with GVW of 26,000 lbs. or more and bus common carriers, must list the 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
Infrastructure Maintenance Fee (IMF)	5% of the purchase price less any trade-in (Maximum $500)
Expedite Fee (for over-the-counter requests) *Not available for Out of State Titles*	$20

Registration Fees

Standard Passenger Car Registration Fee	$40
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
Specialty License Plate Fees	See Form MV-95 for Fees
Alternative Fuel Road Use Fee	$120 + registration fee
Hybrid Road Use Fee	$60 + registration fee

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
61 – 75 days late	$25
76 – 135 Days Late	$50
Over 135 Days Late	$75

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.

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

- 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

Computerized Vehicle Registration: Phone: 800-386-1746

DDI Technology: Phone: 844-836-1621, Email: 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

EVR dealers requiring assistance with creating customer numbers or have customer numbers to be combined please **e-mail** the following form(s) to evr@dmv.sc.gov.

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

Quality Assurance (QA) Program

As of November 18th, 2024, all EVR transaction must undergo a quality check before the transaction can be sent to the DMV. This check can take up to 4 days.

Please allow ample time for this process as the DMV must receive the transaction within 45 of the purchase.

The quality check will verify the following:

- The information listed in EVR matches the paperwork provided
- All required forms are filled out correctly
- All necessary signatures are present

Based on this check, the QA will decide if the transaction is approved or rejected.

QA Process

Transaction Approved: QA will send the information to the DMV

Transaction Rejected: QA will notify you of the corrections that must be made

Once the corrections have been made, you will send the transaction back to the QA for another review.

The following fees will apply:

- $5 electronic document fee
- $5 QA fee (per transaction review)

For more information regarding the QA Program please visit:
qarejectionhelp@scdealerservices.com

Important SCDMV Contact Information

We recommend utilizing our website https://dmv.sc.gov as most information can be found here.

Quality Assurance Program Questions: qarejectionhelp@scdealerservices.com

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

IMF Questions: cartaxes@dmv.sc.gov

Act 51 of 2023 Questions: act51questions@dmv.sc.gov

EVR Question: vehicle.compliance@dmv.sc.gov

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

Stay Up-To-Date

Please continue to visit our website at https://dmv.sc.gov

"Dealer Communications"

SCDMV Dealer Licenses

Thank You!

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@dmv.sc.gov!