



South Carolina Department of Motor Vehicles

International Customer's Checklist for Issuance of Driver's License, Beginner's Permit, and Identification Cards

MV-94
(Rev. 2/08)

REQUIREMENTS IN THE S.C. DRIVER'S MANUAL MAY BE OUTDATED. PLEASE USE THIS CHECKLIST AS A REFERENCE.

All applicants applying for a South Carolina Driver's License, Beginner's Permit, and Identification Card must provide the following ORIGINAL documents:

- Proof of identity (see specific requirements on page 2)
- Proof of date and place of birth (see specific requirements on page 2)
- Proof of authorized length of stay in the United States (see specific requirements on page 2)
- Proof of Social Security number or letter from Social Security Administration stating that applicant is not allowed to work in the United States (see specific requirements on page 2)
- Proof of S.C. residency (see below)
- Liability insurance information (not required for BP or ID) from insurance company licensed to do business in S.C.

NOTE: If name has changed since birth, applicant must present all legal documents (i.e., adoption records, marriage certificate, certificate of naturalization, and court ordered name change) supporting all name changes from the name which appears on the birth certificate or proof of identity to the present.

ALL APPLICANTS FOR DRIVER'S LICENSE MUST PROVIDE AUTOMOBILE LIABILITY INSURANCE INFORMATION

ALL APPLICANTS MUST PROVIDE PROOF OF SC RESIDENCY FROM THE FOLLOWING LIST:

Proof of Residency - All documents must show name and S.C. address of applicant, except as noted. Applicants must provide one of the following:

- School Records - Records must be from S.C. school (current or prior school year).
 - Student ID (address not required).
 - Report Card.
 - Letter or contract from Home Schooling Association.
 - Official letter from individual's school or school district on school or district letterhead.
 - Certified transcript.
 - Diploma from S.C. school (child has graduated within the last school year - address not required).
- Out-of-state or in-state tuition bill with applicant's S.C. physical address.
- Current employment records (no more than 90 days old). (Records must be from S.C. employer or have S.C. address for applicant on records from an out of state employer).
 - Letter on employer letterhead.
 - Payroll stub showing S.C. withholdings.
 - Intent to hire on employer letterhead.
- Current utility bill no more than 90 days old. A utility bill is specific to services for your residence. Examples are electric, water, sewage, cable, and land line phone lines. Cell phone and satellite bills are not acceptable.
- S.C. Welfare/Social Services Card
- S.C. Medicaid card
- Parolee Card or letter from parole officer (no more than 90 days old).
- Home mortgage documents (no more than 90 days old).
- Current S.C. Weapon's Permit
- County Tax Notice or Property Receipt for home
- State or Federal Tax records.
 - Income tax returns for current or prior year are acceptable including electronic tax file or W2.
 - If applicant listed as dependent on SC tax return that is presented as proof of residency, proof applies to dependent also.
- Current Military Orders detailing active duty assignment in S.C. (no more than 90 days old).
- Current letter from Military Base with the commander verifying duty station in S.C. (no more than 90 days old).
- S.C. bank statement or signed letter (must be on bank letterhead) showing name of applicant and S.C. physical address (no more than 90 days old).
- Social security check showing name and S.C. physical address of applicant (no more than 90 days old).
- Insurance documentation (no more than 90 days old).
 - Letter from insurance company or agent licensed to do business in S.C. stating name of applicant and indicating S.C. address of applicant
 - Insurance policy, written by insurance company or agent licensed to do business in S.C. showing name of applicant and S.C. address
- Letter from director of S.C. social welfare institution (homeless shelter, battered women's shelter, halfway house, group home, orphanage, etc.) stating applicant is resident of facility (no more than 90 days old).
- Vehicle Insurance Card (only if S.C. address and customer's name appear on card).
- Article of mail with official Post Office address change label



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APPLICANTS MUST ALSO PROVIDE THE FOLLOWING DOCUMENTS PROVING IDENTITY, DATE, PLACE OF BIRTH, AND AUTHORIZED LENGTH OF STAY IN U.S.

IMMIGRANTS – Not eligible to renew or replace by mail or website.

Permanent Resident Aliens

- Unexpired Form I-551 or valid passport stamped "I-551 approved" or "processed for I-551"
- Social Security Card
- Customer must also provide proof of place of birth, if not displayed on permanent resident card
- I-551 must display fingerprint for all applicants 14 years of age or older

NON-IMMIGRANTS – Not eligible for specialized driver's licenses or commercial driver's licenses.

Refugees with a sponsoring organization

- I-94 stamped "refugee"
- Receipt and Placement Program Assurance Form
- Letter from sponsoring organization approved by the U.S. Dept. of State to resettle refugees
- Social Security Card or letter from the Social Security Administration

Refugees without a sponsoring organization

- Unexpired Employment Authorization Document I-688B
- Documentation verifying place of birth
- Social Security Card

OR

- Unexpired Employment Authorization Card I-766
- Social Security Card

Asylees

- I-94 stamped "Asylee"
- Current passport
- Social Security Card or letter from Social Security Administration stating applicant is not allowed to work in the U.S.

OR

- Unexpired Employment Authorization Document I-688B
- Documentation verifying place of birth
- Social Security Card

OR

- Unexpired Employment Authorization Card I-766
- Social Security Card

All other non-immigrants granted temporary entry into the United States must provide the following documents:

- Passport with unexpired Visa
- Social Security Card or letter from Social Security Administration stating applicant is not allowed to work in the U.S.
- I-94 or I-94W

OR

- Unexpired Employment Authorization Document I-688B
- Current Passport
- Social Security Card

OR

- Unexpired Employment Authorization Card I-766
- Social Security Card

NOTE: IN ADDITION TO THE ABOVE DOCUMENTS REQUIRED OF ALL NON-IMMIGRANTS, applicants must provide additional documents authorizing current stay for the specific visa status granted. Listed below are the most common visa statuses.

Applicants with status F1 or F2

- Form I-20

Applicants with status J-1 or J-2

- Form DS-2019 or IAP-66

Applicants with a K-1 Fiancé(e) status

- Marriage License
- I-94
- Notice of Action Form I-797 showing applicant has applied for permanent residency status.

If an applicant has changed status while in the U.S., is pending a change of status, or has requested a visa extension in status, the applicant must provide all original entry documents, (even if expired) in addition to documentation from U.S. Immigration authorities authorizing current presence in the U.S. for the specific visa status. Applicants granted an extension in status must also provide a letter from their current employer or school showing current employment or enrollment in good standing. In addition, they must provide proof of social security number, S.C. residency, and automobile liability insurance information.