

Dealer Connection

The South Carolina Department of Motor Vehicles (SCDMV) is proud to be a resource for the dealer community through the Dealer Connection newsletter.

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Military Plate Transfers

- Customers can request a transfer of their military plate to another vehicle at the dealership. At that time, please have customers complete an Application for Military Plates form, MV-37, in its entirety, to ensure they get the correct replacement plate. Once a review at headquarters has occurred, the old permanent plate will be exchanged for a new, nonpermanent plate in the mail. Please do not issue a traceable temporary tag to customers wanting to transfer their military plates as this will prevent them from being able to receive the correct replacement plate.

Quality Assurance beginning in November

- Beginning on Nov. 18, 2024, the SCDMV will officially roll out its partnership with South Carolina Dealer Services (SCDS) and their Quality Assurance (QA) department. This partnership will allow for all (100%) EVR transactions to receive a QA check to ensure accuracy and completeness. This service will ensure that titles and registrations are processed accurately, and it should dramatically reduce the error rates for transactions, also providing customers and lienholders their perfected titles sooner.

E-Signature/Digital Signature

- The SCDMV is in the final stages of publishing instructions for the acceptance of Digital Signatures on secured Bills of Sale and Secured Powers of Attorney. Be on the lookout for additional information and timeframes to be distributed through your dealer association, EVR Service Provider, or an SCDMV email. Updates will also be reflected on the SCDMV website.

Customer number creation for an individual or a business customer:

- Dealers should use a valid state or federal government-issued credential when creating a customer number for an individual customer. Examples of valid government documents include an out-of-state driver's license, beginner's permit, or identification card, a U.S. military identification card, or an unexpired U.S. Visa or U.S. passport. Ensure that the customer's last name, first name, middle name or initial and birth date are entered correctly as shown on the credential.
- For business customers, the dealer should obtain a copy of the business license or a printout of the Secretary of State business summary.
- Only one customer number should be created per a customer or a business.

Note: Trust transactions must be reviewed by the SCDMV legal team before a customer number can be created. A copy of the "Certificate of Trust" document is required. Dealers can email trust documents, to include a copy of the Title Application (Form 400), to EVR@scdmv.net

Dealers needing assistance with creating a customer number for an individual or business need to email the Form EVR-1/EVR-2, with customer's out-of-state credential or printout from the S.C. Secretary of State, to EVR@scdmv.net

EVR Dealers having technical questions related to the EVR system within their place of business should contact their EVR service provider.

Notes on out-of-state titles

Georgia titles – In 2007, Georgia reported approximately 12,000 of its GA titles were stolen. The stolen title(s) would be completely blank; no information would have been pre-printed on the form except the Title Control Number (TCN), which is printed in red font in the bottom left corner of the form.

To ensure the authenticity of a GA Title:

- Verify the title exists in the National Motor Vehicle Title Information System (NMVTIS).
- Ensure that the same type font is used consistently on the document; numerous different fonts may indicate modifications
- Review the control number to ensure it has not been altered. This number should appear in **red** and should be readable in the bottom left corner of the title.
- Verify the commissioners' signature to ensure it matches the commissioner from the year the title was issued.
- Look at the length of the title form. Titles issued after May 25, 2019, are full page.

New York titles – As a reminder, the SCDMV will no longer accept New York State Salvage Certificates (MV-907A) in place of a New York state title. The New York State Salvage Certificate clearly states that it is not meant to be used as a replacement for a title, and South Carolina law does not consider this document an acceptable title substitute. Applicants who present the Salvage Certificate (MV-907A) as proof of ownership for a vehicle must complete the New York State salvage vehicle examination process to obtain a title.

EVR Dealer Guidelines for processing EVR transactions:

Required Documentation and Preparation:

1. Bundle report for one completion date. (Check to make sure the bundle report has all completed transactions listed and a total dollar amount)
2. Cover sheet (each transaction completed must have a cover sheet. The cover sheet must be without lines or wasted toner. The cover sheet must have a bar code.)
3. Form 400 (completed and signed)
4. Title (using a Manufacturer's Certificate of Origin, or a South Carolina or out-of-state title)
 - i. The title must be assigned.
 - ii. The odometer mileage must be shown with each re-assignment.
 - iii. If the vehicle has an odometer legend, the appropriate odometer legend should be checked on the title, otherwise —
 - iv. If the odometer is to be “exempt,” please make sure “exempt” is recorded on the title and applicable documents, such as Form 400, re-assignment affidavits, etc.
 - v. Liens listed on a title must be signed or stamped satisfied by the lienholder or its affiliate business entity. If the lien is not satisfied on the title, ensure that the lienholder has provided a lien release statement. (Item 8)
 - vi. A copy of probate, court letter or trust, if the title is being assigned by a representative of the owner.
 - vii. Form TEA-1 if the title re-assignment has an error.
5. Secured power of attorney, if needed to accommodate the reassignment of the S.C. title if the title was lost or at the lienholder to certify the mileage.
6. Odometer disclosure. If warranted, usually an odometer disclosure is affixed with out-of-state titles.
7. Repossession affidavit, if warranted (this form must be completed and signed)
8. Lien release statement, if warranted (if the lienholder did not satisfy the lien on the front of the title; the lienholder must submit a lien release statement with the owner's name, vehicle information and lien satisfaction date)
9. Reassignment affidavit, if warranted (dealer to dealer)
10. A signed Bill of Sale/Buyer's Order will be required for all title transactions showing the total sale prices of the vehicle, minus any trade-in value.

11. Supporting documents (for customers submitting an out of state DL or credential). The TI-006 is to be completed each time an out-of-state customer purchases a vehicle, even if the customer has an established S.C. customer number.
 - i. Form TI-006 (documents to support the TI-006 are listed below)
 - a. Proof of residency (follow the documents listed on the MV-93)
 - b. Copy of out-of-state DL or credential
 - c. LES (Leave Earnings Statement)
 - d. Military Orders
 - e. Military ID number (**this can be recorded on the TI-006 by the dealer**)
 - f. The dealer needs to sign the TI-006 in Section D.

12. **Note:** If a customer presents an out-of-state DL and the co-buyer has a valid S.C. DL, you do not need to have the Form TI-006 completed. If there are two customers both having an out of state DL, only one customer needs to complete the TI-006 and provide proof of residency.

**Please do not submit additional documents such as copies of insurance print-outs, a copy of a TI-002T, (if the vehicle is being title & registered through the EVR system, you do not need to submit a TI-002T), SCDLs, EVR inquiry printouts, copy of a license plate, registration card, test drive application, diagram of vehicle structure, Forms EVR-1, or EVR-2, etc.*

Please make sure that your transactions are outlined by the **bundle report**. In other words, the transactions should be in the order of the bundle report as the transactions are listed when bundled. The EVR transactions should be mailed by certified or regular, although, it is advised that dealers send their documents by certified mail to the mailing address below.

SCDMV

Attn: Vehicle Compliance & Oversight
10311 Wilson Blvd.
Blythewood SC 29016

In Case of a Title At Lender Suspense Code:

- Dealers should make a copy of the out-of-state title (for their records), then take the original out-of-state title to a branch office to have the suspense released and title printed. (After receiving the South Carolina title, the transaction can be completed through EVR.)
- The dealer should put the copy of the out-of-state title and the original South Carolina title in dealer pack for review.