



South Carolina Department of Motor Vehicles Completing a Title and/or Registration Application Instructions

Form 400
(IS)
(08/2023)

SECTION 1 - REQUIRED FOR ALL TRANSACTIONS – Check all the boxes that apply.

Transaction Type

- **Title** – Apply for a new or duplicate title, check (☑) here.
- **Registration** – Apply, transfer, or exchange a license plate, check (☑) here.

Title Specific Information

- **Expedite** – To print title the same day. Same day title transactions are processed in Branch Offices.
- **Record Lien** - To record lien on existing title.
- **Duplicate Title** - To receive a copy of an existing title.
- **Lease** - If the vehicle is leased, check (☑) here. Make sure that the Lease Company Information is completed.

Special Vehicle Type

- **Moped** - To register a moped.
- **Low Speed Vehicle** – To register a Low-Speed Vehicle.

Vehicle Information

Complete all fields from the supporting documents, including Vehicle Identification Number (VIN), Make, Model, Year, Body Style, Fuel type, and Empty Weight. The Moped Engine CC's or Wattage must be completed, if applicable.

Owner/Lessee Information

- **New Primary Owner/Lessee** – Enter the customer's name, ID/Social Security/FEIN number, date of birth.
- **New Co-Owner/Lessee (if applicable)** – Enter co-owners name, ID/Social Security/FEIN number and date of birth.
If shared ownership, select "AND" or "OR." If "AND" is chosen, the listed owners will hold title to the vehicle together. For example, if the vehicle title states "John Smith AND Jane Smith," the signatures of both will be required for future title transactions. Also, if the vehicle title states "John Smith AND Jane Smith," and if John Smith dies, the vehicle title can only be transferred or re-titled by way of the Probate Court, or if titled that way in a title from another State, consult the NADA Book. Most States treat "AND" titles similarly to South Carolina. If "OR" is chosen, this type of ownership is regarded as joint tenancy with right of survivorship. For example, if the vehicle title states "John Smith OR Jane Smith," they are owners as joint tenants with rights of survivorship. It is presumed that either John or Jane may transact business regarding the title without getting the other's signature or approval. When John Smith dies, Jane Smith will need the title for DMV to transfer the title into Jane Smith's name, or that of another transferee. DMV will then issue a new title solely in Jane Smith's name, or that of the person she assigns title to. **NOTE:** If there is a lien on the title, the lien must be satisfied prior to any transaction involving a change in ownership.
- **Primary Owner's/Lessee's Address** – Enter primary owner's/lease's complete address including city, state, zip code, and county.
- **Mailing Address (if different from primary address)** - If address on file is not current, customer must provide the correct address on the form. The customer will **not** have to complete a Change of Address form.
- **Update Voter Registration** – One, both, or neither of the boxes may be selected.
 - If the "Do not update my residence address" box is checked, the customer's residence address will not be sent to the State Election Committee (SEC). If this box is not selected, the residence address will be sent to the SEC.
 - If the "Do not update my mailing address" box is checked, the customer's mailing address will not be sent to the SEC. If this box is not selected, the mailing address will be sent to the SEC.
- **Address Where Vehicle is Housed** – If the vehicle or mobile home is kept in a location in South Carolina other than the residential address of the primary owner, indicate that address here.
- **Phone Number** - Enter number customer may be reached during normal business hours.
- **Temporary Address and Expiration of Temporary Address** - Enter a temporary address and ending date for temporary address.

Leasing Company Information

If the vehicle is leased, leasing company name, phone no., contact person, customer no., leasing company address, city, state, zip code, and county should be filled out.

SECTION 2 – ONLY REQUIRED FOR TITLE TRANSACTIONS

For Title Transactions, customers should fill out sections 1, 2, and 4 on the Form 400

Odometer Mileage

- The odometer mileage field should reflect the current mileage at the time of titling or registration and not the mileage listed at the time of sale. Beginning January 1, 2021, the ten-year mileage exemption period set forth in 49 CFR §580.17 has changed in favor of a twenty-year exemption, because that section has been amended. The ten-year exemption will still apply to vehicles manufactured in or before the 2010 model year. The changes are based on the model years of the vehicles and are set forth in the chart below. If the vehicle is over 20 years old, the title may be marked "Exempt." If a mileage is listed on the Form 400 and the previous title, it should appear on the new title. Do not check one of the mileage options unless it applies. The mileage options are "Exempt," "Excess of Mechanical Limits" or "Not Actual Mileage"
- Mileage should only be exempt for the following reasons:
 - mileage is not listed, and the vehicle is over 20 years old, or the gross vehicle weight rating (GVWR) is more than 16,000 lbs. or
 - previous title states "exempt"

NOTE: If the previous title was NOT marked exempt and the customer provides a proper odometer disclosure, the mileage



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should be recorded in the system and printed on the title EVEN IF the vehicle is more than 20 years old or GVWR is more than 16,000 lbs.

- If the vehicle must have “exempt” on the new title and the mileage is listed on the Form 400, the vehicle can be listed as exempt. A new Form 400 is not needed. Exempt must be indicated in the system.
- **Note: All vehicles with a model year 2010 or earlier are exempt from odometer disclosure. Vehicles with a model year 2010 or later must continue to report their odometer mileage for 20 years.**

Lien Information

- **Complete this section only if there is a lien on the vehicle.** The lien information on the Form 400 must agree with the supporting documents. Lienholder Name – Enter the complete name of the lienholder. If transferring an out of state title, use the name as it appears on the out of state title.

Additional Information

- **Prior Title State** – Enter the state of the title presented at the time of the transaction.
- **Prior Title Number** – Enter the title number of the source document presented at the time of the transaction.
- **Date First Operated in South Carolina** – Enter the date the applicant first operated the vehicle in South Carolina. If the applicant is moving from out-of-state, enter the date the vehicle was moved to the state of South Carolina. Penalties are based on this date if the vehicle is transferred into SC or if the vehicle is transferred into SC after a purchase.
- **Energy Efficient Manufactured Home** – If the applicant is applying for a title for a mobile home or manufactured home designated by the United States Environmental Protection Agency and the United States Department of Energy as meeting or exceeding each agency’s energy saving efficiency requirements check “Yes”. If the manufactured or mobile home does not meet these requirements, check “No”.

IMF/Sales Tax

- The customer should only complete this section if he or she is entitled to the Infrastructure Maintenance Fee (IMF) or sales tax exemption. This exemption applies to the owner applying for the title/registration. See Infrastructure Maintenance Fee and Sales Tax, Procedure TI-002. If you qualify for an Infrastructure Maintenance Fee (IMF) or sales tax exemption, you should check one of the boxes.
 - **The vehicle was transferred from** – Check () the appropriate box of the individual who transferred the vehicle to you. Indicate relationship (my parent, my spouse, my child, my brother or sister, my grandparent, or my grandchild). The exemption is limited only to the family members listed.
 - **The vehicle was transferred to me as** – Check () the appropriate box if the vehicle was transferred to you as a legal heir, beneficiary, or distributee. You must consult with your county’s Probate Court officials and submit probate documents that support the transfer of the vehicle in your name.
 - **I am active-duty non-resident military** – Check () if you are an active duty non-resident military personnel. Military personnel possessing a South Carolina driver’s license are not disqualified for sales tax exemption. Customer must provide a copy of Leave and Earnings Statement (LES) that indicates declared state of residence. The non-resident military exemption for sales, casual excise and use tax only applies to passenger motor vehicles (cars, passenger vans & sports utility vehicles) and motorcycles, not trucks or cargo vans.
 - **The vehicle was a bonafide gift** – Check () this box if the vehicle or mobile home was given to you as a gift.

Purchase Information

- **Seller or Dealer Name** – Enter the seller’s or dealer’s name.
- **Address, City, State, and Zip Code** – Enter the complete address of the seller or dealer.
- **SC Dealer/Wholesaler Number** – If the vehicle was purchased from a dealer, enter the dealer or wholesaler number.
- **SC Sales Tax Number** – If the vehicle was not purchased from a South Carolina dealer, leave this field blank; otherwise, enter the dealer or wholesaler’s sales tax number. If a dealer number is not entered in this section, the customer may be subject to sales tax or IMF.
- **New or Used** – If this title is for a vehicle or mobile home that has its original owner, enter “New”. If the vehicle has been previously owned, enter “Used”. If “New” or “Used” is not present on the title, list as “Used” unless an MCO is presented as the source document for the transaction. Otherwise, customers must provide documentation such as a Bill of Sale or a registration indicating “New” to have a title listed as “New”. If the vehicle is being transferred from out of state and states “New” on the out of state title, as long as the original owner remains the same, the title will be listed as “New”.
- **Date of purchase** – Enter the date the vehicle was purchased by the applicant. Customers have 45 days from this date to register their vehicles with DMV. After 45 days, penalties are assessed.
- **Sales Price** – Enter the sales price of the vehicle (the sales price minus trade-in is used to calculate IMF).
- **Gross Capitalized Cost (GCC)** – Enter GCC of vehicle (base vehicle price)
- **Trade-in Amount** – Enter the trade-in amount.

STEP 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS

For Registration Transactions, customers should fill out Sections 1, 3, and 4 on the Form 400

- **New Plate** – To register the vehicle and receive a license plate, check () here.



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- **Transfer Plate and Plate Number to Transfer** – Transfer an existing plate already in your name, provide plate number and check here. If the transfer plate is within three months of expiring, the plate should be renewed before transferring.
- **Exchange and New Plate Type** – To exchange current plate for a new plate type
- **Gross Vehicle Weight (GVW)** – The GVW is required for all property-carrying vehicles. Only the customer can determine the GVW for the vehicle. The GVW is the combined empty weight of the vehicle and the weight of the load and/or what is being pulled. Passenger-only vehicles (other than trucks) do not require a GVW. If the vehicle is designed to carry property, the GVW is required. To increase GVW, enter the new weight.
- **Commercial or Non-Commercial** - If the customer is registering a commercial vehicle over 10,000 lbs., the customer is certifying that he or she is familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. If the vehicle registered is not a commercial vehicle over 10,000 lbs., that statement is not applicable to this application.
- **Disclosure** – Social security number or FEIN must be completed for vehicles that are 26,000 lbs. or more or are bus common carriers.
- **Insurance Certification** – This section is required if a vehicle registration is requested. Enter the name of the liability insurance company, not the insurance agency's name.

SECTION 4- REQUIRED FOR ALL TRANSACTIONS

- **Donate Life** – The applicant must indicate whether they would like to make a donation to Donate Life SC. If he or she would like to make a donation, he or she must indicate the amount to contribute on the blank line. Customers may refer to www.donatelifesc.org for additional information on the Donate Life SC program.
- **Signature of Owner** – After verifying that all information is accurate and correct, the owner(s) must sign. If someone other than the owner signs the application, the application must be accompanied by a POA (Power of Attorney).

LATE PENALTY FEE SCHEDULE

Additional penalty fees if vehicle is registered after 45 days from date of purchase or the date of operation in South Carolina.

Days Late	Cost
46 to 60 days	\$10
61 to 75 days	\$25
76 to 135 days	\$50
Over 135 days	\$75

FOR RENTAL COMPANIES AND DEALER USE

If the vehicle is being titled in the company or dealership's name, one of the following should be selected:

- A. Dealer Resale
- B. Short-term Rental Use by Licensed Dealer

FOR DMV USE ONLY

Once the application is verified as accurate, the employee should complete the following for DMV use only prior to processing the application in the Phoenix Workplace:

- A. Processed by and Office # – The employee should enter their name and office number.
- B. Plate Number – If the customer is purchasing or transferring a license plate, enter the plate number for this transaction.