



South Carolina

Department of Motor Vehicles



Basic Title and Registration Requirements for SC Automobile Dealerships

2025



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 18 January 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)
- If the individual does not have an SC credential, the individual must present one of the following:
 - Out-of-State credential
 - Passport
 - Employment Authorization Document (EAD)
 - Permanent Resident Card
- Individuals without an SC credential must also complete the form [TI-006: 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!**



South Carolina Department of Motor Vehicles
STATEMENT OF VEHICLE OPERATION IN SOUTH CAROLINA

TI-006
(Rev. 12/2020)

| 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 | |
| <input type="checkbox"/> I am a permanent resident of the State or U.S. Territory of _____ My Driver's License/ID # from that state is _____ <input type="checkbox"/> I am a resident of the country of _____ I am providing the following photo identification: <input type="checkbox"/> Foreign Passport Country and number _____ <input type="checkbox"/> U.S. issued Employment Authorization Document Number _____ <input type="checkbox"/> 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. If mailing in application, please submit copies of the requirements and completed application to: SC Department of Motor Vehicles, Titles and Registration, PO Box 1498, Blythewood, SC 29016-0024 | | | | |
| SECTION B: SELECT OPERATION STATUS | | | | |
| <input type="checkbox"/> 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: <input type="checkbox"/> Out-of-State Identification <input type="checkbox"/> Military Orders <input type="checkbox"/> Military ID Number _____ <input type="checkbox"/> Leave Earnings Statement | | | | |
| <input type="checkbox"/> School Enrollment (see pg. 2 for additional requirements) I am currently enrolled in a school in South Carolina. I am providing the following: <input type="checkbox"/> School ID & School ID # _____ <input type="checkbox"/> Copy of Enrollment Form(s) | | | | |
| <input type="checkbox"/> 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: <input type="checkbox"/> deed, mortgage, utility bill (<90 days old) <input type="checkbox"/> letter from employer <input type="checkbox"/> Affidavit from SC resident with whom I am currently residing (Resident must complete Form TI-006a Affidavit of Vehicle Housed) | | | | |
| <input type="checkbox"/> 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) <input type="checkbox"/> SC disabled/plate or placard # _____ <input type="checkbox"/> 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: FOR DEPARTMENT/SC DEALER USE ONLY | | | | |
| I hereby acknowledge that I have verified the above documents presented to me. CSR/SC Dealer Signature: _____ Office/Dealer #: _____ Date: _____ | | | | |

This form must be submitted along with the title and/or registration application!

Section A: List the owner’s name, date of birth, address, email, and vehicle description. Select the type of identity document provided and list the document number. *If there are multiple owners, only one owner 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: The dealer agent must sign, list the dealer #, and date.

Page 2 of this form lists the documentation that is required for each operation status.

The MV-93 will provide a list of acceptable proof of address if needed.



TI-006 Continued



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

- A clear copy of the individual's identification document
- Clear copies of the operation status documentation
 - Refer to the [MV-93](#) for a list of acceptable proof of address if needed
- 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



- For vehicles titled and/or registered in a business name, the following must be provided:
 - Business Name
 - **Physical SC address**
 - Federal Employer Identification Number (FEIN) or Social Security Number(SSN)
- For businesses located out of state, either the SC address of the driver or an SC housed address for the vehicle must be indicated
- If the vehicle is being leased, the lessee, who is the registrant, must comply with address requirements



Lesson 2:

Title Requirements



National Motor Vehicle Titling Information System (NMVTIS)



- SCDMV strongly 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.
- Utilizing NMVTIS can prevent the sale of vehicles that are not able to be titled due to reasons such as stolen, junked, incorrect title provided, etc.
- NMVTIS may also help prevent title suspension due to incorrect information entered in our system.
- NMVTIS houses official government records on motor vehicle titles and houses roughly 96% of all vehicle titles in the US
- 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 or seller is required to verify the VIN of every MCO/Title matches the vehicle being sold and all 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. 7/14) |
|--|---|----------------------------------|
| NOTICE: 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 person exercising Power of Attorney. Failure to do so may result in fines and/or imprisonment. | | |
| VEHICLE DESCRIPTION: Year _____ Make _____ Model Type _____ Body Type _____ | | |
| VIN (Vehicle Identification Number) _____ | | |
| PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE 49 USC 327 (580.13) | | |
| Federal 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 may result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)). | | |
| PLEASE PRINT: I, _____ (Seller/Transferor's Name), appoint _____ (Dealer/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 endorse 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 mileage of the vehicle described herein, unless one of the following statements is checked. | | |
| <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. | | |
| <input type="checkbox"/> 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) | |
| _____ (Transferee's Name – Print or Type Name of Business or Company) | | |
| _____ Licensed Dealer, Transferee's Address (Street, City, State, Zip Code) | | |
| PART 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) | | |
| PLEASE PRINT: I, _____ (Transferee's Name), appoint _____ (Transferor's Dealership 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 the 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) | | |
| Federal 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 may result in fines and/or imprisonment (49 USC 32709/SC 56-19-240(4)). | | |
| I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked. | | |
| <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. | | |
| <input type="checkbox"/> 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)) | | |
| PLEASE PRINT: I, _____ (Person exercising powers of attorney) hereby certify that the mileage I have disclosed on the title document is consistent with that provided me in the above Power of Attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the Power of Attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create any new or additional liability under Federal or State Law. | | |
| _____ (Signature) | _____ (Printed Name) | _____ (Date of Certification) |
| _____ (Street Address) | _____ (City) | _____ (State) (Zip Code) |

This is a Limited Power of Attorney which will **only** grant a dealer the authority to sign the **title** on behalf of the customer and nothing else.

- This form should **only** be used when:
 - The owner's title has been lost
 - The lien holder is holding the owner's title
- The purpose of this document is for the dealer to receive the odometer disclosure from the customer at the time of sale until the title is obtained.


***Note: To sign any other document on behalf of the customer you must have a non-secured power of attorney!**



Non-Secured Power of Attorney Rules



- There is no standard format, but the document should include:
 - Individuals Name
 - Attorney-In-Fact
 - Vehicle Description
 - VIN, Year, Make, and Model
 - Individuals signature
 - Witness Signature
- Attorney-In-Fact does not need to sign
- 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.

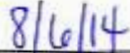
In Witness Whereof, I have signed this Power of Attorney of my own free will.



MARY SMITH



Witness's Signature



Date



Title Reassignments



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



Affidavit & Notification of Sale of Motor Vehicle



SCADA
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.

(Signature of Seller) _____
(Print Seller's Name) _____
(Signature of Buyer) _____
(Print Buyer's Name) _____

Property Tax Section
Check One:
____ Purchase License Plate
D.L. Number _____
____ Transfer License Plate
____ Signature of Buyer
Property taxes will be due in 120 days

SCADA
TO REORDER GO TO SCADA.ORG
SCADA

- **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 or dealer reassignment.
- 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 only 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 states will list two title numbers on their titles. One is the current title number, and the other is the number from the previous title. Users will often enter the **previous out-of-state** title number listed instead of the **current out-of-state** title number listed. Please be cautious to ensure you are entering the correct title number (See samples below). Entering the wrong title number may result in a NMVTIS title suspension. You must use the 'Current' title number, NOT the 'Previous' title number.

STATE OF NORTH CAROLINA

MVR 191 (Rev 05/07)

CERTIFICATE OF TITLE

| | | | |
|--|--------------------------------|---|------------------|
| VEHICLE IDENTIFICATION NUMBER 1H1FAP26858A051 | YEAR MODEL 2008 | MAKE HOND | BODY STYLE 4S |
| TITLE NUMBER 775609100689163 | TITLE ISSUE DATE 03/17/2010 | PREVIOUS TITLE NUMBER 77965701392144 | |

AMERICAN HONDA FINANCE CORP
PO BOX 997524
SACRAMENTO CA 95899-7524

MAIL TO

Georgia Certificate of Title

DISCLAIMER: DO NOT ACCEPT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.

| | | | | | | |
|--|------------------|---------------------|-----------------------|---|-------------------|---------------------------|
| VEHICLE IDENTIFICATION NUMBER 1FAPP4043XF218981 | MAKE FORD | YEAR 1999 | TYPE OF BODY COUPE | MODEL MUSTANG | CYL 6 | DATE ISSUED 09/17/2012 |
| DATE VEHICLE PUR 03/09/2014 | FUEL GASOLINE | NEW OR USED USED | ODOMETER* 120764 | PREVIOUS TITLE NO. / STA. OF ISSUE 77851114694070 / GA | NBR OF LIENS 0 | COLOR YEL |
| OWNER ELIZABETH RENEE REGISTER 283 W WYNNGATE DR MARTINEZ GA 30907-2861 | | | | CURRENT TITLE NUMBER 776392152580070 | | |

MAIL TO:

T18



New Jersey Title Numbers



New Jersey title numbers include two (alpha) characters and the number.

This number is located at the bottom right-hand corner of the document as shown below.

State of New Jersey
MOTOR VEHICLE COMMISSION

DATE 06-23-2004
25185 55957 62620
DAIMLERCHRYSLER SVCS NA LLC
PO BOX 977
ROANOKE TX 76262

TITLES SECTION FEB 18 2009

VS DA20041750852



California & New York Title Numbers



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

STATE OF CALIFORNIA
0728867-02
665060327J8
CERTIFICATE OF TITLE
VEHICLE HISTORY

AUTOMOBILE

| VEHICLE ID NUMBER | YR | MODEL | MAKE | PLATE NUMBER |
|-------------------|------|-------|------|--------------|
| 3VWNJ81K56M750188 | 2006 | VOLK | | STLD647 |

EXPIRATION DATE: 03/08/2007

DATE ISSUED: 04/07/06

REGISTERED OWNER(S):
STRADER PATRICK S
3649 MARKET ST #503
SAN FRANCISCO CA 94131

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

CERTIFICATE OF TITLE
NEW YORK STATE
www.nydmv.com

| Title and Identification No. | Year | Make | Model Code | Body/Hull | Document No. |
|------------------------------|------|-------|------------|-----------|--------------|
| 3VWPG71K15M627620 | 2005 | VOLKS | JVE | 4DSD | 76274U |

| Color | Wt/Sts./Lgth. | Fuel | Cyl./Prop. | New or Used | Type of Title | Date Issued |
|-------|---------------|------|------------|-------------|---------------|-------------|
| BK | 3118 | GAS | 5 | NEW | VEHICLE | 9/08/05 |

NAME AND ADDRESS OF OWNER(S):
VW CREDIT LEASING LTD
1401 FRANKLIN BLVD
LIBERTYVILLE IL 60048


ODOMETER READING: 00276
ACTUAL MILEAGE: 00276

Date issued: 09/08/2005
Title Number: 20050908



Reposessed 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 | <input type="checkbox"/> Terms of Lien or Mortgage |
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> 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 vehicle was repossessed from the previous owner, the title should be accompanied by [Form 4034 Affidavit for Repossessed Motor Vehicle](#). This form must be completed by the repossessing lien holder.

The first assignment on the title should be completed by the lien holder to the acquiring dealer.

This is required for all vehicles regardless of title state however, other states should have a similar form.

This form is only applicable if the lien is still listed on the title.



Magistrate's Bills of Sale/Court Orders



A Magistrate bill of sale or court order must be used to title the vehicle in the awarded owner's name before a transfer of ownership can be made.

Chain bills of sale cannot be used for these types of transactions.



Electronic Signatures



The DMV does not accept electronic signatures on secured documents.

- Some examples: MCO, Title, PTO, Form 5047, Odometer Disclosures.

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



Lesson 3: Odometer Disclosure Requirements



Odometer Statement



- Per the **Truth in Mileage Act** enacted in 1989, an odometer disclosure is required at the time of sale or transfer of ownership
- The odometer must be disclosed for **each** transfer of ownership which includes dealer-to-dealer
- The odometer can **never** decrease.
- Make sure to be very careful when dealing with Odometer brands or Odometer Status.

Actual Mileage:
The vehicle's true mileage

Not Actual Mileage:
The true mileage can not be verified

Exceeds Mechanical Limits:
The odometer has reached its highest **number and** started back over from "0"

Exempt:
Mileage will no longer be listed on the title



Odometer Exemption Requirements



- If the vehicle was manufactured in 2011 or later and is now 20 years old or older
- If the vehicle was manufactured before 2011 and is now 10 years old or older
- 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**”

In the example below, you can see a North Carolina title where the Odometer box is empty.

If this vehicle was transferred to South Carolina, the new title must have the odometer reading listed as “**Exempt**” or mileage may be stated but it would be listed as “**Not Actual Mileage**”

MVR-191 (Rev. 01/2017)

CERTIFICATE OF TITLE

| | | | |
|-------------------------------|------------------|-----------------------|------------|
| VEHICLE IDENTIFICATION NUMBER | YEAR MODEL | MAKE | BODY STYLE |
| | 1990 | LEXS | 4S |
| TITLE NUMBER | TITLE ISSUE DATE | PREVIOUS TITLE NUMBER | |
| | 02/03/2022 | | |
| MAIL TO | | ODOMETER READING | |
| | | ODOMETER STATUS | |
| | | TITLE BRANDS | |



Odometer Corrections



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

- Incorrect SC Title
- [TI-008: Odometer Correction](#)
- Service Records or other documentation supporting the correction – not less than 2 within the preceding 12 months
- 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 | | TI-008 (09/2024) | |
|--|--|---|------|---------------------|-----|
| Odometer Correction Request | | | | | |
| 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: <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> Do not update my mailing address. | | | |
| South Carolina Title number _____ was issued with an odometer reading of _____ (<input type="checkbox"/> Actual, <input type="checkbox"/> Exceeds, <input type="checkbox"/> Exempt, <input type="checkbox"/> Not Actual.) | | | | | |
| Please correct the odometer reading on the title as follows. _____ miles (<input type="checkbox"/> Actual, <input type="checkbox"/> Exceeds, <input type="checkbox"/> Exempt, <input type="checkbox"/> 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. | | | | | |
| <ul style="list-style-type: none">• 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@scdmv.net 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-ST: 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



45-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 45-day temporary plate must be associated with the vehicle and the new owner of the vehicle to be used for 45 days from the date of purchase.
- The expiration date of a 45-day plate may not extend beyond the 45 days from the date of purchase.
- If a customer loses a 45-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 45-day plates that were issued from an SCDMV office.
- 45-Day plates can be issued to SC and OOS residents and 30-Day plates are no longer valid.



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.

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.

| |
|---|
| Property Tax Section |
| Check One: |
| <input type="checkbox"/> Purchase License Plate |
| D.L. Number _____ |
| License Plate Issued _____ |
| <input type="checkbox"/> Transfer License Plate |
| Signature of Buyer/if purchasing plates _____ |
| Property taxes will be due in 120 days |



To Transfer a License Plate



- At least one owner listed on the plate must match the newly listed owners
- Plate types are not able to change 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 \$10.00 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 45-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 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 SPECIFIC INFORMATION | | | | SPECIAL VEHICLE TYPE (if applicable) | | | |
| <input type="checkbox"/> TITLE <input type="checkbox"/> REGISTRATION | | <input type="checkbox"/> EXPEDITE (only title transactions, only in branch offices, additional \$20.00 fee) <input type="checkbox"/> RECORD LIEN <input type="checkbox"/> DUPLICATE TITLE <input type="checkbox"/> LEASE | | | | <input type="checkbox"/> MOPED <input type="checkbox"/> LOW SPEED VEHICLE | | | |
| VEHICLE INFORMATION | | | | | | | | | |
| VEHICLE IDENTIFICATION NUMBER (VIN) | | | | MAKE | | MODEL | | YEAR | |
| BODY STYLE | | <input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID or <input type="checkbox"/> 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 <input type="checkbox"/> AND or <input type="checkbox"/> 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: <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> 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 | |

Transaction Type: Select Title, Registration, or both

Title Specific Information: Select If Applicable

Special Vehicle Type: Select If Applicable
Moped or Low-Speed Vehicle

Vehicle Information: Verify and list the VIN, Make, Model, Year, Body Style, Fuel Type, Empty Weight, Moped Engine CCs or Wattage (if applicable)

Owner/Lessee Information: Verify and 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 SPECIFIC INFORMATION | | SPECIAL VEHICLE TYPE (if applicable) | | |
|--|--|--|------------------------------------|--|-----------------|--|
| <input type="checkbox"/> TITLE <input type="checkbox"/> REGISTRATION | | <input type="checkbox"/> EXPEDITE <small>(only title transactions, only in branch offices, additional \$20.00 fee)</small> <input type="checkbox"/> RECORD LIEN <input type="checkbox"/> DUPLICATE TITLE <input type="checkbox"/> LEASE | | <input type="checkbox"/> MOPED <input type="checkbox"/> LOW SPEED VEHICLE | | |
| VEHICLE INFORMATION | | | | | | |
| VEHICLE IDENTIFICATION NUMBER (VIN) | | MAKE | MODEL | YEAR | | |
| BODY STYLE | <input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID or <input type="checkbox"/> ELECTRIC | EMPTY WEIGHT | MOPED – ENGINE CCs OR WATTAGE | | | |
| OWNER/LESSEE INFORMATION <small>Your complete name is required on all title and registration documents.</small> | | | | | | |
| 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 <input type="checkbox"/> AND or <input type="checkbox"/> 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: <input type="checkbox"/> Do not update my residence address. <input type="checkbox"/> 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 <small>Complete only for a leased vehicle</small> | | | | | | |
| 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 the 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!

1/30/2025

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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? <input type="checkbox"/> YES <input type="checkbox"/> 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 ☐ DISTRIBUTE

☐ 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. | <input type="checkbox"/> NEW or <input type="checkbox"/> USED | DATE OF PURCHASE | SALES PRICE | *GROSS CAPITALIZED COST | TRADE-IN AMOUNT |
|------------|---------------|---|------------------|-------------|-------------------------|-----------------|

Gross capitalized cost is the base cost of the vehicle and does not include any interest, cab customizations, taxes, or fees.

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

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

Purchase Information: List the seller or dealer information. Dealers **MUST** include their SC dealer number and Sales Tax ID.

The 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 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

SECTION 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS

| | | | | |
|--|---|----------------------------------|-----------------------------------|--|
| SELECT DESIRED TRANSACTION | | | | |
| <input type="checkbox"/> NEW PLATE | <input type="checkbox"/> TRANSFER PLATE | PLATE NUMBER TO TRANSFER | <input type="checkbox"/> EXCHANGE | NEW PLATE TYPE |
| SECTION 3 – ONLY REQUIRED FOR REGISTRATION TRANSACTIONS | | | | |
| SELECT DESIRED TRANSACTION | | | | |
| <input type="checkbox"/> NEW PLATE | <input type="checkbox"/> TRANSFER PLATE | PLATE NUMBER TO TRANSFER | <input type="checkbox"/> EXCHANGE | NEW PLATE TYPE |
| GROSS VEHICLE WEIGHT (GVW) | | TO INCREASE GROSS VEHICLE WEIGHT | NEW GROSS VEHICLE WEIGHT: | <input type="checkbox"/> COMMERCIAL or <input type="checkbox"/> NON-COMMERCIAL |
| DISCLOSURE <small>Required only for vehicles 26,000 lb or more. The Department must obtain the (SSN) when a vehicle is registered. Code §56-3-240).</small> | | | | |
| INSURANCE CERTIFICATION <small>A vehicle must be insured with liability insurance while registered.</small> | | | | |
| I (WE) DECLARE THAT THIS VEHICLE IS INSURED WITH: | | INSURANCE COMPANY | | |

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 | | | | |
|------------------------------------|---|---------------------------|--|----------------|
| <input type="checkbox"/> NEW PLATE | <input type="checkbox"/> TRANSFER PLATE | PLATE NUMBER TO TRANSFER | <input type="checkbox"/> EXCHANGE | NEW PLATE TYPE |
| GROSS VEHICLE WEIGHT (GVW) | <input type="checkbox"/> TO INCREASE GROSS VEHICLE WEIGHT | NEW GROSS VEHICLE WEIGHT: | <input type="checkbox"/> COMMERCIAL or <input type="checkbox"/> 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.

Disclosure: If the vehicle has a GVW of 26,000 lbs. or more and bus common carriers, list the customer’s FEIN or SSN.

Insurance Certification: List the customer’s automobile insurance company.

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



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 | \$15.00 |
| Infrastructure Maintenance Fee (IMF) | 5% of the purchase price less any trade-in (Maximum \$500) |
| Expedite Fee (for over-the-counter requests) <i>Not available for Out of State Titles</i> | \$20.00 |



Registration Fees



| | |
|---|---|
| Standard Passenger Car Registration Fee | \$40.00 |
| 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 | \$10.00 |
| Specialty License Plate Fees | See Form MV-95 for Fees |
| Alternative Fuel Road Use Fee | \$120.00 |
| Hybrid Road Use Fee | \$60.00 |

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 | \$10.00 |
| 61 – 75 days late | \$25.00 |
| 76 – 135 Days Late | \$50.00 |
| Over 135 Days Late | \$75.00 |



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@scdmv.net.

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



Quality Assurance (QA) Program



Starting November 18th, 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



If the transaction is approved, the QA will send the information to the DMV.

If the transaction is rejected, the 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:

- \$5.00 electronic document fee
- \$5.00 QA fee (per transaction review)

For more information regarding the QA Program please visit: <https://scdealerservices.com/qa/>



Important SCDMV Contact Information



We recommend utilizing our website <https://www.scdmvonline.com> as most information can be found here.

For questions regarding the Quality Assurance Program: <https://scdealerservices.com/qacontact/>

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

For questions relating to IMF please e-mail cartaxes@scdmv.net

For questions relating to Act 51 of 2023: act51questions@scdmv.net

For questions relating to EVR: vehicle.compliance@scdmv.net

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



Stay Up-To-Date



Please continue to visit our website at [SCDMVonline.com](https://www.scdmvonline.com)

[“Dealer Communications”](#)

[SCDMV Dealer Licenses](#)



Thank You!



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@scdmv.net!