



South Carolina Department of Motor Vehicles

Requirements for Renewing a Motor Vehicle Dealer or Wholesaler License

DLA-1A (IS)

B

(Rev. 1/2024)

To renew a motor vehicle dealer license, please complete and submit the following documents to any SCDMV branch office or SCDMV HQ. If you have questions regarding the below renewal process, please contact the Business License Unit (formerly known as Dealer License Unit) at dealerdocuments@dmv.sc.gov or (803) 896-2611.

I. RENEWING WITHOUT DEALER PLATES

- (Dealer/Retail, Motorcycle, Recreational Vehicle, Wholesale, and Motorcycle Wholesale) Check or money order of \$150.00 (three (3) year license renewal fee)
- (Wholesale Auction) Check or money order of \$50 (annual (1) year license renewal fee)
 - Complete SCDMV [Form DLA-1: Application for Dealer or Wholesaler License](#) in its entirety (signed **only** by a listed owner or corporate officer if no one owns 10% or more of the business).
 - Provide a National Criminal Report on any individual who owns or controls 10% or more of the business. **The report cannot be more than 90 days old** and can be obtained online at [The National Criminal Report](#) website www.premierbiotech.com or on the SCDMV's website dmv.sc.gov (under the [Dealer Licenses](#) >> Quick Links). Please call (888) 686-9909 with any questions regarding obtaining a National Criminal Report.
 - New bond or bond continuation certificate (must be submitted to the Business License Unit).

II. RENEWING WITH DEALER PLATES

Provide the following documents if you are renewing or applying for demonstration plates:

- (Dealer/Retail, Motorcycle, Recreational Vehicle, Wholesale, and Motorcycle Wholesale) Check or money order of \$150.00 (three (3) year license renewal fee) and \$20.00 for each demonstration plate (dealer demonstration plate fee)
- (Wholesale Auction) Check or money order of \$50 (annual (1) year license renewal fee) and \$20.00 for each wholesale auction plate (plate fee)

Submit everything listed in Section I and these additional items:

- A list of vehicle sales to qualify for demonstration plates. A dealer must have sold at least 15 vehicles during the previous 12 months (dealer license year) to obtain two demonstration plates. Each additional 15 sales will allow the issuance of another plate. A dealer's plate eligibility will be determined from the SCDMV's system, which calculates the total sales to SC retail buyers. If the number of SC retail sales does not warrant any or enough sales for plates, a dealer is authorized to submit out-of-state retail buyers or dealer-to-dealer sales. These sales can be listed on one of the following:
 - a. SCDMV [Form DLA-1C: Certification of Vehicles Sold by Dealer](#); or
 - b. Letter size paper (8 1/2 x 11) listing a minimum of 15 numbered transactions with date of sale, complete name and address of buyer, vehicle year, make, and VIN.

Out-of-state sales or dealer-to-dealer sales are the only sales to be submitted to a branch office.

- Paper copy of valid commercial (garage) liability insurance (i.e., Certificate of Liability Insurance). Personal liability insurance policy is **not** acceptable. **NOTE: Name and physical address of insured must match name and physical address of dealership.**

A dealer or wholesaler license applies to only one place of business (of the applicant) and is not transferable to another person or place of business. Any change in information submitted on a renewal application during the license year must be reported in writing to the Business License Unit at one of the below addresses within 30 days after the change occurs.

The following actions CANNOT be completed while renewing a license at a branch office and require a new application with supporting documents to be mailed for standard delivery to SCDMV Business License Unit, P.O. Box 1498, Blythewood, SC 29016-0023 or, for overnight delivery, to the physical address of 10311 Wilson Boulevard, Building C, Blythewood, SC 29016-0023. These documents may also be emailed to dealerdocuments@dmv.sc.gov.

- a. Any licensee who is reapplying after having been closed for a year or having a license that has been expired more than 90 days;
- b. Any license that is in a cancelled or suspended status more than 90 days;
- c. Any change in license category;
- d. Any dealer or wholesaler moving to a new location or address change due to E911 system;
- e. Any dealer or wholesaler with a complete change of ownership; and
- f. Any dealer or wholesaler changing the name of the business.



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*Reminders:

- Effective January 1, 2024, surety bond liability amounts will increase to \$50,000 for all Retail, Wholesale, and Recreational Vehicle dealers, \$25,000 for all Motorcycle and Motorcycle Wholesale dealers, and \$15,000 for all Wholesale Auction dealers. (S.C. Code §§56-14-40, 56-15-320, 56-15-570, and 56-16-150)
- Beginning January 18, 2024, all dealer transactions must be completed through EVR – this includes both update 1 and update 2. You may no longer “backout” transactions in between updates. (S.C. Code §56-3-2340)
- Beginning January 18, 2024, all dealers must use an approved EVR service provider to issue traceable temporary license plates at the point of sale. (S.C. Code §§56-3-210, -211, -212, -2340)
- Beginning January 18, 2024, dealers may not complete dealer work at any SCDMV branch to include passing work to a customer to process on his or her own. (S.C. Code §56-3-2340)

*** The Business License Unit will no longer mail the dealer license renewal notice. Every dealer is notified of their upcoming renewal on the first of each month via email. To update your profile and ensure proper notification concerning your renewal, it is required that you provide the Business License Unit with a current e-mail address either on the Form DLA-1 Application for a Dealer or Wholesale License or by emailing dealerdocuments@dmv.sc.gov. You can download all forms at dmv.sc.gov under Forms & Manuals.

Please note effective June 12, 2024, you will not be able to renew your license at any local branch offices. You will need to either mail your application to the Business License Unit (formerly known as Dealer Licensing Unit) HQ office or utilize the agency's online dealer renewal portal.