South Carolina
Department of Motor Vehicles



Dealer and Wholesaler Manual
November 2026

PURPOSE AND SCOPE

The South Carolina Department of Motor Vehicles (SCDMV) has developed a Dealer and Wholesaler Manual to provide new and existing dealers with up-to-date information. This manual lists requirements mandated by state and federal law, and SCDMV's policy. It is also designed to instruct dealers on how to complete certain types of documents and about the proper maintenance of dealer records.

Dealers should review the Dealer Manual and familiarize themselves with its contents. The sections of the Dealer Manual are arranged by topic, with a table of contents and with instruction sheets for certain documents. The information in this Dealer Manual is not protected by copyright and may be reproduced in part or in whole, as needed.

Changes in law or policy may require periodic updates to the Dealer Manual. The manual will be placed on SCDMV's website. Sections of the law appearing in this manual may be paraphrased for simplicity or to reflect SCDMV's interpretation. Customers wishing to research specific sections of the law may do so by visiting our website at dmv.sc.gov or the South Carolina Legislature website at www.scstatehouse.gov.

If you have comments or suggestions related to this manual, please contact us at the below address or via phone at (803) 896-2611:

South Carolina Department of Motor Vehicles
Business License Unit
P. O. Box 1498
Blythewood, SC 29016-0023

DISCLAIMER:

The state motor vehicle laws are not reproduced in their entirety and the wording is not identical. Due to legislative changes in federal and state law and SCDMV policy, the information in this manual may not always be current. SCDMV will make every effort to incorporate any changes as soon as possible. If a conflict appears between the language of this manual and the language of South Carolina law, the law will prevail.

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A Message from the South Carolina Department of Motor Vehicles

As a South Carolina dealer or wholesaler, the services you provide your customers are an important part of the state's economy. This manual is designed to assist you in the operation of your business and give you a better understanding of the procedures required by law.

We know that the buying, selling, titling, and registration of motor vehicles can be a complicated process and SCDMV employees are available to assist you. It is important to maintain accurate records and ensure that each and every transaction is documented correctly.

Please review this manual and contact our Business License Unit if you have any questions. As laws change, this publication will be updated to keep you informed.

SECTION I

DEALER LICENSES

TYPES OF DEALER LICENSES

The Department of Motor Vehicles (SCDMV) issues several types of licenses for buying, selling, and trading motor vehicles. The type of business you wish to operate should determine the type of license appropriate for you. Each license is valid for 36 months and must be displayed prominently in your place of business. Each license applies to only one dealer at one business location and is not transferable to any other dealer or location. The fee for each license is $150. If you operate as a dealer or wholesaler without the proper license, you may be convicted of a misdemeanor and fined up to $10,000 and/or imprisoned for up to two years.

MOTOR VEHICLE DEALER LICENSE

A motor vehicle retail dealer license, the most commonly issued license, will allow you to sell retail or wholesale motor vehicles in your inventory. Vehicles may be sold to the general public and any other dealer or wholesaler. As a licensed dealer, you are not required to sell a specific number of vehicles to maintain your license. However, you must have a dealer license if you sell or attempt to sell any motor vehicle, unless you meet one of the exceptions set forth in S.C. Code 56-15-10(h)(1) – (h)(6).[1]

MOTOR VEHICLE WHOLESALER LICENSE

Licensed motor vehicle wholesalers differ from dealers in that the law restricts to whom they can sell motor vehicles. As a licensed wholesaler, you may only sell vehicles in your inventory to licensed motor vehicle dealers or other licensed wholesalers. There are no limitations on or requirements for the number of vehicles you sell in a calendar year. In addition, as a licensed wholesaler, you are not required to sell a specific number of vehicles to maintain your license. However, you must have a wholesaler license if you sell or attempt to sell any motor vehicle, unless you meet one of the exceptions set forth in S.C. Code 56-15-10(h)(1) – (h)(6).[2]

MOTOR VEHICLE WHOLESALE AUCTION LICENSE

A motor vehicle wholesale auction license allows you to conduct a motor vehicle auction in your place of business. You do not own the vehicles auctioned. Other businesses actually own, buy, or sell the vehicles. Your wholesale auction license permits you to provide a building or place to conduct the auction. If you choose to purchase and sell vehicles belonging to the auction, you may do so.

MOTORCYCLE DEALER LICENSE

As a retail motorcycle dealer, you are licensed to sell retail or wholesale motorcycles in your inventory to the general public or any other dealer or wholesaler. As a licensed motorcycle dealer, you are not required to sell a specific number of motorcycles to maintain your license. However, you must have a dealer license if you sell or attempt to sell any motorcycle, unless you meet one of the exceptions set forth in S.C. Code 56-15-10(h)(1) – (h)(6).[3]

MOTORCYCLE WHOLESALER LICENSE

Licensed motorcycle wholesalers are limited to selling motorcycles to licensed motorcycle dealers or other licensed motorcycle wholesalers. In addition, as a licensed wholesaler, you are not required to sell a specific number of vehicles to maintain your license. However, you must have a motorcycle wholesaler license if you sell or attempt to sell any motorcycle, unless you meet one of the exceptions set forth in S.C. Code 56-15-10(h)(1) – (h)(6).[4]

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[1] Any reference pertaining to selling or attempting to sell five motor vehicles in any one calendar year, only comes into play for “persons disposing of motor vehicles acquired for their own use and so used in good faith and not for the purpose of avoiding the provisions of law.” *See*, S.C. Code 56-15-10(h)(4).

[2] See, footnote 1.

[3] See, footnote 1.

[4] See, footnote 1.

MOTORCYCLE EXHIBITION LICENSE

You must be a licensed South Carolina Motorcycle dealer to apply for an exhibition license. This license allows you to exhibit motorcycles at fairs, recreational or sports shows, and other similar events or shows. This license only allows for the exhibition of motorcycles. No motorcycle can be sold utilizing this license. This license applies to only one dealer operating in one location and is not transferable to any other motorcycle dealer or location.

This exhibition license is valid for up to 10 consecutive days and must be prominently displayed at the exhibition site. Dealers may only purchase six exhibition licenses every twelve months.

RECREATIONAL VEHICLE DEALER LICENSE

A recreational vehicle license will allow you to sell recreational vehicles which are defined as the following: motorhomes, travel trailers, fifth-wheel trailers, or folding camping trailers designed to provide temporary living quarters for recreational, camping, or travel use. Recreational vehicles may be sold to the general public and any other dealer or wholesaler. As a licensed recreational vehicle dealer, you are not required to sell a specific number of vehicles to maintain your license. However, you must have a recreational vehicle dealer license if you sell or attempt to sell any recreational vehicle, unless you meet one of the exceptions set forth in S.C. Code 56-15-10(h)(1) – (h)(6).[5] The sale of utility and other trailers doesn't require a dealer license.

(TEMPORARY) RECREATIONAL DEALER LICENSE

You must be a licensed South Carolina recreational dealer to apply for a temporary recreational dealer license. This temporary license permits you to exhibit and sell recreational vehicles at fairs, recreational or sports shows, vacation shows, and other similar events. This license applies to only one dealer operating in one location and is not transferable to any other recreational dealer or location.

This temporary license is valid for up to 10 consecutive days and must be prominently displayed at the temporary place of business. Dealers may only purchase six temporary licenses every twelve months.

The fee for this temporary recreational vehicle dealer license is $20 per license. SCDMV Form 417-C, Application for a Temporary Recreational Vehicle Dealer License, must be completed to obtain this license.

TRANSPORTER PERMIT

A "transporter" is a person engaged in the business of moving motor vehicles for the following purposes:

- from a manufacturer to a dealer or distributor;
- from a railroad terminal to a temporary storage facility- prior to delivery to a dealer;
- for further construction of cabs or bodies; or
- in connection with the foreclosure or repossession of *these* vehicles owned or controlled by the registrant.

The word "these" above refers to the motor vehicles mentioned previously in the first three bullets of this section, each of which refers to transport to dealers or distributors, storage prior to delivery to a dealer, or moving the vehicles to places where they may be further altered or "customized"—where all of such movements occur prior to the retail sale of the vehicles. In such limited circumstances of pre-retail movement of vehicles, situations such as resale, defaulting dealers, or customizers may arise in which the retrieval of the vehicles becomes necessary. **The language of the statute, however, does not support a special plate for businesses engaged in repossessions of defaulting retail customers (SCDMV, Transporter Letter).**

A person applying for a transporter permit must complete SCDMV Form DLA-3, Application for License as Motor Vehicle Transporter. The annual fee for a transporter permit is $50. Transporters may also purchase transporter plates for an annual fee of $10 per plate. Transporter plates may

[5] See, footnote 1.

be transferred from vehicle to vehicle, but must not be used on vehicles that are loaned, rented, or leased. To use transporter plates you must have obtained a transporter permit or be an employee of the permit holder with your name and driver's license on file with the SCDMV.

BROKERS AND/OR INTERNET DEALERS/WHOLESALERS

Brokers and/or Internet Dealers/Wholesalers must comply with all current dealer/wholesaler requirements.

PENALTY

If you operate as a dealer, wholesaler, auto auction, or transporter without the proper license, you may be convicted of a misdemeanor and fined up to:

1. not less than one hundred dollars or more than five hundred dollars or imprisoned for not more than thirty days for the first offense;
2. five hundred dollars or imprisoned for not more than thirty days, or both, for the second offense; and
3. not less than two thousand dollars or more than ten thousand dollars or imprisoned for not more than two years, or both, for the third or any subsequent offense.

HOW TO APPLY

Before beginning business operations as a dealer or wholesaler, you must pay all required fees to the Department of Motor Vehicles. Depending upon the type of license you require and whether you have been licensed before, your licensing requirements may differ.

INITIAL/NEW DEALER LICENSE APPLICATIONS

To obtain any type of dealer or wholesaler license, you must complete all required applications and pass an inspection by the Department of Motor Vehicles' Audit and Compliance Unit. As a first-time applicant or wholesaler changing to a retail dealer license, you must submit the following documents:

- **SCDMV Form DLA-1**: Application for Dealer or Wholesaler License – Completed in its entirety.
- **Employee List:** Name, complete address, driver's license #, a copy of license is required if out-of-state.
- **Diagram:** Hand-drawn or computer generated including 1) Structure/layout of the building and lot. 2) Display area of vehicles. 3) Office space.
- **SCDMV Form DLA-1B: Motor Vehicle Dealer and Wholesaler Surety Bond:** Must be the original $50,000.00 bond with signed Power of Attorney for retail, wholesale, and recreational vehicle dealers. A $25,000 bond with a signed Power of Attorney is required for motorcycle and motorcycle wholesale dealers. A $15,000 bond with a signed Power of Attorney is required for wholesale auction dealers.
- **8-hour Dealer Pre-licensing Course Certificate**: Must be the original and certified, if applicable.
- **Certificate of Garage Liability Insurance**: Only if requesting plates.
- **Department of Revenue Retail License**: Contact the Department of Revenue to obtain.
- **City/County Compliance Document**: Business license, business registration, zoning permit, home occupancy permit, etc. Check with your city/county for their requirements.
- **Secretary of State Articles of Incorporation**: If applicable.
- **Form AD-808A:** Must be completed by all the owners owning at least 10% or more of the business. Must be accompanied by a copy of the front and back of all out-of-state driver's licenses. Must be completed if the owner is not a US Citizen, but is lawfully present in the US – must have Green card, EAD Card, I-94 document, etc.

- National Criminal Background Report**:** Must include all pages of the report. Must be completed for all owners owning 10 % or more of the business. Visit dmv.sc.gov to locate the website to obtain this report. The National Criminal Report is emailed to the email address you submitted within a minimum of three to five days of purchase. To review prior conduct, criminal and otherwise, that may be disqualifying for a Dealer License applicant, please review S.C. Section 56-15-350.

Your application and documents must be presented or mailed to the address below. (No fees are required when submitting your application):

South Carolina Department of Motor Vehicles
Business License Unit
P.O. Box 1498
Blythewood, SC 29016-0023
For questions, call (803) 896-2611

APPLICATION

SCDMV Form DLA-1: Application for Dealer or Wholesaler License is the application to complete for a dealer or wholesaler license. You must complete the application in its entirety including indicating the type of business you intend to operate, the address of your dealership, and information regarding your employees. The application also requires you to provide estimates regarding the number of vehicles you expect to sell during the first year of operation.

SURETY BOND

SCDMV Form DLA-1B: Motor Vehicle Dealer and Wholesaler Surety Bond ensures that every dealer or wholesaler applicant furnishes a surety bond. The amount of the bond varies depending on the type of dealer or wholesaler (see SCDMV Form DLA-1B for details) applied for. You must submit your original Surety Bond and Power of Attorney with SCDMV Form DLA-1: Application for Dealer or Wholesaler License at the time of your application. The purpose of the bond is to provide indemnity for loss or damage caused to an individual due to fraud or fraudulent representation in relation to a sale or transfer of a motor vehicle by a licensed dealer, wholesaler, or their employees.

Your bond must be in effect before the SCDMV will issue a license to you. The owner, partner, or corporate officer of the dealership must sign the surety bond. If you should change your bonding company, you must mail a new surety bond and Power of Attorney to the Business License Unit as indicated below:

South Carolina Department of Motor Vehicles
Business License Unit
P.O. Box 1498
Blythewood, SC 29016-0023

DEALER PRE-LICENSING COURSE

Certificate of Completion from an Approved Eight-Hour Dealer Pre-licensing Class. (**Note:** Franchised dealers, non-franchised dealers owned and operated by a franchise dealer, recreational vehicle dealers, wholesalers, auto auctions, and motorcycle dealers are exempt from the pre-license course.)

INFORMATION CHANGES

Any changes in the information provided on your application (SCDMV Form DLA-1: Application for Dealer or Wholesaler License) must be reported to the SCDMV Business License Unit within 30 days, along with a new surety bond or a rider. If you move your dealership to a new location, change the name of the business, change ownership, or change dealership categories, you must complete and submit a new application. In the event you cease operating as a dealer or wholesaler, you must notify the SCDMV within 10 days and return your dealer or wholesaler license as well as any dealer plates issued to you.

INITIAL INSPECTION

Once your application is processed by the Business License Unit, an SCDMV Compliance Auditor will contact you to schedule an initial inspection of your place of business. During this inspection, the SCDMV Compliance Audit Unit will determine whether or not your place of business and operational procedures qualify you as a motor vehicle dealer. Depending upon your status as a dealer or wholesaler, certain requirements must be met for you to pass the inspection (see Sections 1-8 and 1-9 Dealership Requirements).

Once the inspection is completed, you will be instructed by the compliance auditor on how to proceed to obtain the needed license and plates, if applicable.

If you have multiple locations, you must apply for a separate license and have a separate surety bond for each location.

RENEWAL APPLICATIONS

Dealer licenses expire 36 months from the month of issue. To renew your dealer or wholesaler license, you must complete and submit the following documents to a local SCDMV branch office:

- SCDMV Form DLA-1: Application for Dealer or Wholesaler License
- SCDMV Form DLA-1C: Certification of Vehicles Sold by Dealer listing any out-of-state sales and any vehicles sold to a wholesale dealer. This form is required if the retail sales volume of the dealership doesn't meet the required number of sales to obtain the number of plates the dealership is requesting. SCDMV is able to account for any vehicle sales that are registered in South Carolina.
- Proof of garage liability insurance. This proof of insurance must list the dealership's licensed name, full address of the dealership, policy number, and effective dates.
- A National Criminal Report (for any individual who owns or controls 10% or more of the business.) The report can't be more than 90 days old. Visit dmv.sc.gov to locate the website to obtain this report. *The National Criminal Background Reports are individually based, and fees will vary. Reports are emailed to the email address you submitted within a minimum of three to five days of purchase.

Note: As of January 1, 2024, all retail dealership's surety bond amounts increased to $50,000.00. Motorcycle and motorcycle wholesale dealership bond amounts increased to $25,000 and wholesale auction dealer bond amounts remained at $15,000. Bonds (must be original) or bond riders along with the Power of Attorney must be mailed to:

South Carolina Department of Motor Vehicles
Attn: Business License Unit
P.O. Box 1498
Blythewood, SC 29016-0023

INSPECTIONS FOR RENEWALS

Some applicants require facility inspection prior to renewal. The following situations require an inspection before a renewal may be completed. Please contact the Business License Unit at 803-896-2611 if these apply:

1. The dealer or wholesaler license has been expired for more than 90 days;
2. The status of the license has changed (wholesaler to retail dealer or vice versa);
3. The name and/or address of the dealer or wholesaler changed;
4. The ownership or location changed.

TIPS TO REMEMBER...

- The name and address on your surety bond must match the name and address on your application.
- The names, addresses, and driver's license numbers of all your employees must be furnished on your application. If additional space is needed, please attach a separate sheet of paper.
- Prior to moving or changing the name of your dealership, an SCDMV compliance auditor must inspect your new location before a new license can be issued.
- If your dealership has been assigned a new address by the 911 system or post office, you must submit a new application, a letter from the Post Office, and an address change rider from your bond company.
- If you are applying for a retail license, you must provide your South Carolina sales tax number.
- If you are applying for a wholesale-only license, you must provide your South Carolina Sales Tax exemption number.
- Before you apply for a dealer license, you must file articles of authorization with the S. C. Secretary of State, if applicable. Example: "Inc." or "LLC."

DEALERSHIP REQUIREMENTS

Certain criteria must be met for your business to operate legally in South Carolina. Your dealer compliance auditor can explain the requirements and offer suggestions.

BUILDING REQUIREMENTS

Building Structure
As a motor vehicle dealer or wholesaler, you must maintain a bona fide established place of business that is a permanent enclosed structure or building. Your building, whether a permanent structure or mobile home, must have at least 96 square feet of floor space. The structure cannot be a residence, tent, temporary stand, or other temporary quarters. Your records, files, and books shall also be maintained and housed in this structure.

The building for retail dealers must be easily accessible to the public. The principal business conducted in the building by the dealer (except motorcycle dealers) must be the selling or exchanging of vehicles. Retail businesses must post the days/hours of operation.

Sign (Not Required for Wholesalers)
Your business location must display a permanent sign with lettering that is at least six inches in height. Your sign must be clearly legible from the nearest avenue of traffic and must clearly identify your business.

Lot (Not Required for Wholesalers)
As a dealer, you must have a reasonable area and/or lot to properly display motor vehicles. A reasonable area is defined as a 2,000-square-foot minimum, excluding alleys and driveways. The total area may include a display area and lot located at the same address. Dealers are encouraged to contact the Business License Unit at (803) 896-2611 to discuss facility requirements.

A dealer may use their dealer license to conduct business on a property adjacent to or within sight of the bona fide established place of business. This adjacent to or property within sight of the bona fide established place of business must display the same permanent dealership sign as the bona fide established place of business with the same requirements as above. This property is not required to have a permanent, enclosed building or structure. All records for business

conducted on this property must be maintained at the bona fide established place of business. All sales transactions must take place at the location of the bona fide established place of business. The street address of this adjacent property or the property within sight must be provided during the application process. The dealer must affirm that he/she has met any local requirements to lawfully conduct business at that location.

Zoning and Business License Regulations
Dealers should research and comply with all local zoning and business license regulations.

Garage Liability Insurance
You must obtain garage liability insurance prior to applying for dealer demonstration plates. Upon cancellation of garage liability insurance, you will be required to surrender dealer plates to your local SCDMV. If you decide to operate your business without dealer plates, obtaining garage liability insurance is optional. **(NOTE: Dealers may discuss any potential issues with their respective compliance auditors by contacting the Business License Unit at (803) 896-2611.)**

DISPLAYING YOUR DEALER OR WHOLESALER LICENSE

Once you receive your dealer license, you must display it in a prominent place in your business.

BUYER'S GUIDE

Federal law requires that every used vehicle for sale on a dealer lot must have a completed “Buyer's Guide Form” in the window. This form indicates whether the used vehicle is being sold under warranty or "As Is" without a warranty. When the vehicle is sold, one copy of the form must remain with the dealer's records and another copy must be given to the customer buying the vehicle. The purchaser should sign both copies. This requirement protects dealers and customers from any misunderstandings. A “Buyer’s Guide” must be signed by both parties to be enforceable.

RECORDS

Every dealer is required to keep complete records of each sales transaction at the licensed location. These records must be maintained for four (4) years from the date of the transaction. To be accurate and complete, these records must reflect the following on all incoming and outgoing documents:

1. The correct name and address of the buyer and seller of the vehicle.
2. The correct date of the transaction.
3. A correct description of the vehicle, which includes the vehicle identification number, year, make, model, and body type.
4. The Federal Odometer Disclosure Statement; the odometer reading at the time the vehicle was transferred to and from the dealer or wholesaler.

The SCDMV requires that these records be available for inspection and duplication by an SCDMV compliance auditor or its agent during normal business hours at all reasonable times. Your records

must be maintained in a reasonably organized and orderly manner. All entries must be legible upon inspection. If your records are not kept in this fashion, you could receive a sanction from the SCDMV. Any dealer or wholesaler who fails to keep the required records or fails to make them available upon inspection is guilty of a misdemeanor. Upon conviction, the dealer or wholesaler may be fined up to $200, imprisoned for up to 30 days, and/or lose his or her dealer license.

SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

All businesses including motor vehicle dealers that extend credit to consumers and have gross sales in excess of $150,000 are required to file a “Consumer Credit Grantor Notification” form with the South Carolina Department of Consumer Affairs (SCDCA).

Additionally, all businesses, including motor vehicle dealers, that impose a finance charge on credit sales or consumer loans in excess of 18% APR must file a Maximum Rate Schedule with the SCDCA. Also, every motor vehicle dealer charging closing fees on a Motor Vehicle sales contract shall pay a one-time registration fee of ten dollars ($10.00) during each state fiscal year (July - August 31). For more information contact:

South Carolina Department of Consumer Affairs
293 Greystone Blvd. Suite 400
Columbia, SC 29210
Mailing address:
PO Box 5757
Columbia, SC 29250
Website: consumer.sc.gov
(Forms available online)
or call 803.734.4200

SOUTH CAROLINA DEPARTMENT OF REVENUE

You can register for most common state business taxes by completing Form SCTC-111, Business Tax Application, which can be obtained from the Department of Revenue (DOR) website at dor.sc.gov. You can use this form to register for a retail license, a purchaser's certificate of registration, solid waste tax, business personal property tax, and income tax withholding.

DEALER PLATES

Once you become a licensed dealer or wholesaler, you may purchase dealer (demonstration) plates from your local SCDMV. The purchase and use of these plates is limited as listed below:

QUALIFYING FOR DEALER PLATES

To be eligible to purchase dealer plates, you must:

1. Be a licensed South Carolina dealer or wholesaler.
2. Furnish proof of garage liability insurance; and
3. Document the number of vehicles sold in the previous year on SCDMV Form DLA-1C Certification of Vehicles Sold by Dealer.

If a dealer has been in business for one year, she/he may purchase dealer plates based on the number of vehicles sold in the preceding 12 months. (**Example:** Upon the first 15 vehicles sold during the preceding year, a dealer not participating in the manufacturer program may purchase two dealer plates; for every 15 additional vehicles the dealer sells beyond the initial 15, the dealer may purchase one additional plate.) This formula will vary depending on the type of dealer plate you purchase.

A dealer participating in a *manufacturer program* may purchase two dealer plates upon the first 15 vehicles sold and may purchase two additional plates for every 15 vehicles sold beyond the initial 15 sales (during the preceding year).

A **Manufacturer Program** is a program where franchise dealerships, licensed in South Carolina, provide consumers whose vehicle is being serviced or repaired by the dealership a loaner vehicle with a dealer demonstration plate. The vehicle displaying the license plate must meet two conditions: 1) the dealer is part of a manufacturer program, and 2) the loaner vehicle along with the plate is given to the consumer, by the dealer, at no charge for no more than thirty days.

The table below specifically shows the comparison of dealer plates purchased, **based on a dealer's non-participation in a manufacturer's program.**

	Can Purchase 2 Plates?	Conditions to Purchase 2 Plates?	Can Purchase Additional Plates?	# of Additional Plates Can Purchase?
DEALER (*NOT PARTICIPATING* in Manufacturer Program)	YES	Must sell 15 vehicles during the preceding year	YES	**One** additional plate may be purchased for every 15 vehicles sold (during the preceding year)
DEALER (*PARTICIPATING* in Manufacturer Program)	YES	Must sell 15 vehicles during the preceding year	YES	**Two** additional plates may be purchased for every 15 vehicles sold (during the preceding year)

A dealer cannot qualify for a third plate until he or she sells 30 vehicles (15 sales qualify the dealer for an initial two plates, however, to qualify for any additional plates the dealer must meet a sales threshold of 15 sales. Sales above the threshold of 15 allow the dealer to purchase one additional plate for every 15 vehicles sold). This formula will vary depending on the type of dealer plate that is purchased.

The table below lists the types of dealer plates available:

DEALER	DEALER PLATE INFORMATION	SPECIAL RESTRICTIONS (OTHER RESTRICTIONS LISTED BELOW)
Auto, Motorcycle or Travel Trailer/Camper/ RV, Dealers and/or Wholesalers	Two plates may be purchased after 15 sales. One additional plate may be purchased for each 15 sales. No maximum limit on purchase.	Dealers are restricted from carrying cargo. Purchasers may carry cargo for up to 7 days with a demo certificate.
Heavy Trucks	No minimum sales required. No maximum limit on purchase.	May only be used on heavy trucks (16,000 lbs. or greater). Dealers are restricted from carrying cargo. Purchasers may carry cargo for up to three days with a demo certificate.
Antique Dealer	Plates may be purchased after 5 sales. Purchases are not restricted by formula. No maximum limit on purchase.	May only be used on antique vehicles (30 years old or older).
Wholesale Auto Auction	Two plates may be purchased after 20 sales. One additional plate may be purchased for each 50 sales, beyond the initial 20. Maximum limit is 75 plates.	Use to transport vehicles in the course of doing business.

NOTE: The sales requirement may be waived by the SCDMV if the dealer is licensed for **less than one year.** If so, the SCDMV shall issue a number of dealer plates based on estimated sales for the coming year. The Department may increase or decrease the number of plates issued based on actual sales made.

Dealer plates cost $20 per plate. Dealer plates are for demonstration vehicles. They cannot be used on wreckers, rollbacks, leased, rented, or service vehicles. The vehicle (except heavy trucks) cannot perform a commercial service.

The transfer of ownership between the same individual or corporation more than once is considered one sale. Multiple transfers of motor vehicles between dealers for the purpose of meeting eligibility requirements are prohibited.

DEALER PLATE RESTRICTIONS

The use of dealer plates is limited to vehicles that are owned by, assigned, or loaned for test driving purposes to the dealer when operated on the highways of South Carolina by any of the following:

1. the owners, employees, and dealership corporate officers;
2. a prospective purchaser of the vehicle for no more than seven days, and who the dealer has provided a dated demonstration certificate for test-driving purposes; or
3. a person whose vehicle is being serviced or repaired by the dealership, provided the loaner vehicle displaying the license plate is:
   a) part of a manufacturer program; and
   b) the loaner vehicle along with the plate is given to the consumer, by the dealer, at no charge for no more than thirty days.

Employees, owners, and agents who drive or may drive dealer-owned vehicles using dealer plates must be listed on the dealer license application. If personnel changes occur that affect the listing, the SCDMV must be notified immediately by email at Dealerdocuments@dmv.sc.gov, fax, or in writing. Dealer employee revisions must include the following:

- dealer's name and dealer number.
- name of employee to be added or deleted along with the employee's address.
- employee's driver's license number; and
- signature of the shareholder of the dealership.

Prospective vehicle buyers may also drive motor vehicles with dealer plates while test-driving. If you choose to allow your customers to drive a vehicle, you must provide them with a completed SCDMV Form MV-38: Motor Vehicle Demonstration Certificate or SCDMV-approved equivalent. Prospective buyers are limited to driving vehicles with dealer plates for up to seven days.

When demonstrating or test-driving heavy-duty trucks 16,000 GVW or greater, the prospective buyer may use the truck to carry merchandise or cargo for up to three days with a special heavy-duty dealer plate. You must provide the customer with a completed SCDMV Form MV-38: Motor Vehicle Demonstration Certificate.

PENALTY

Any person who misuses a dealer license plate may be fined $300, required to forfeit the plate, and/or lose his or her dealer license.

TEMPORARY TAG LAW

All dealers must use an approved EVR service provider to issue traceable temporary license plates at the point of sale. Through Electronic Vehicle Registration (EVR), a dealer may issue only one temporary license plate to the purchaser of a vehicle and may not use a temporary license plate for any other purpose. Dealers may reprint a lost, damaged, or stolen temporary license plate up to four times per VIN. Dealers are prohibited from issuing additional temporary license plates to the same purchaser for any other reason.

Dealers must issue 60-day traceable temporary plates to all buyers regardless of the state where the vehicle is being registered. This includes all out-of-state buyers. Again, these must be issued via EVR, and dealers may not obtain them at SCDMV branches.

The “Bill of Sale,” title, or a copy of one of these two documents, must be maintained in the vehicle at all times to verify the date of purchase to a law enforcement officer.

A dealer may issue a temporary plate only to a purchaser of a vehicle and may not use a temporary license plate for any other purpose. A dealer who issues a temporary plate, or allows a temporary plate to be issued, and violates this law is guilty of a misdemeanor and, upon conviction, must be fined $100 for each occurrence. The dealer may also receive sanctions against his or her dealer license up to six points per incident.

TRANSFERRING TAGS

South Carolina law allows owners of vehicles to transfer license plates from one vehicle to another. If a person intends to transfer a license plate from one vehicle to another vehicle, s/he may place the license plate to be transferred on the newly acquired vehicle on the date of purchase. The “Bill of Sale” for the new vehicle and a copy of the registration that corresponds to

the license plate must be maintained in the new vehicle at all times to verify its date of purchase to a law enforcement officer.

The vehicle must be registered with the SCDMV within 45 days from the purchase date. A person who transfers a license plate or allows a license plate to be transferred and violates this law is subject to the vehicle registration and licensing provisions of the law. Consumers may transfer a license plate only to a specific vehicle one time without paying additional property taxes.

SECTION II
TITLING AND REGISTERING VEHICLES

SOUTH CAROLINA REQUIREMENTS

As a dealer, you must provide registration services to your customers. To provide these services, you must have a good understanding of South Carolina requirements. Errors can cause more work for you, as well as delays for your customer. South Carolina dealers are required to be registered with an Electronic Vehicle Registration provider to provide registration services to purchasers. Temporary registrations, titles, and registrations for purchasers must be issued by the dealer through the dealer's registered EVR provider.

A South Carolina resident who purchases a new or used vehicle must obtain a South Carolina title and registration within 45 days of purchasing the vehicle. This time limit is the same whether customers are purchasing new license plates or transferring existing ones. The title must be delivered to the department within 45 days from the date of sale, and the registration must be delivered to the customer within 45 days from the date of sale.

Dealers may not complete dealer work at any SCDMV branch including passing work to a customer to process on his or her own. This includes both title work and registration work. Dealers may not obtain a certificate of title, temporary registration, or temporary license at any SCDMV offices. The dealer will be turned away if an attempt is made to complete dealer work at SCDMV branches. Dealer is still required to meet the 45 days to properly title and register vehicles that customers have purchased from you. There will be SCDMV-approved exceptions that will allow certain transactions to be processed for dealers at SCDMV branch offices. Contact your service provider or local SCDMV branch office for guidance.

For a financed sale, you must have the new owner's name and lien information recorded on the title and SCDMV Form 400: Title and/or Registration Application.

Valid license plates that will not be transferred should be returned to the SCDMV immediately or on the same day of insurance cancellation. Customers who return their plates to the SCDMV will receive a receipt and may request a prorated refund if their plate is still valid for more than 12 months. If the vehicle is sold or used as a trade-in, prorated county property taxes may also be refunded by the county treasurer's office.

Specific information is required for titling and registering new and used vehicles. As a dealer, you should be aware of the documents you need, as well as the requirements and fees for each type of transaction. If your dealership helps customers finance their newly purchased vehicles, customers may ask you to include the sales tax, title, and tag in the total financial agreement for the vehicle. Having this knowledge helps you assist your customers. It is recommended to have a buyer's order showing the breakdown of the cost to register the vehicle (title fee, registration fee, IMF, or sales tax, temp tag fee, etc).

Failure to properly title the vehicle or, if applicable, register the vehicle within 45 days from the date of sale, may result in sanction points against your dealer license. If a title is in suspended status, the department will communicate the reason for the suspense in a timely manner through your EVR Service Provider. Dealers can’t be prosecuted for not properly titling or registering a vehicle within 45 days from the date of sale if the department has placed the title in suspended status or if a financial institution has not released the lien in a timely manner.

TYPES OF TITLES AND MANUFACTURER'S CERTIFICATE OR STATEMENT OF ORIGIN

SOUTH CAROLINA CERTIFICATE OF TITLE

A title is issued to an individual vehicle owner. When a vehicle is sold, the seller must provide the title and the title must be submitted to the SCDMV before a new title can be issued to the buyer. The back of the title must be completed and properly assigned to the buyer. If the title was issued before June 19, 1989, SCDMV Form 4031: Secured Bill of Sale, or a Property Tax Override (PTO) Form must also be submitted, indicating the sale price of the vehicle and odometer information. Certificates of Title issued after June 19, 1989, include an area on the back of the form to list odometer information. If the vehicle owner's title is lost, the owner must obtain a duplicate title from the SCDMV. The SCDMV will not accept the title with alterations, erasures, or "white out" on any portion of the form.

OUT-OF-STATE TITLE

An out-of-state title is a legal document created by a state other than South Carolina. It lists the ownership and vehicle information. An out-of-state title is used to issue a South Carolina title to a vehicle entering South Carolina from another state. The vehicle could have been purchased by a South Carolina resident from an out-of-state dealer or individual, or it could be a vehicle owned by a new South Carolina resident. In combination with this title service, a new license plate can be issued or a plate can be transferred.

MANUFACTURER'S CERTIFICATE OF ORIGIN (MCO) OR MANUFACTURER'S STATEMENT OF ORIGIN (MSO)

The Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO) is a document issued by the manufacturer recording the first transfer of the vehicle from the manufacturer to the dealer or distributor. The MCO or MSO lists the vehicle identification number, vehicle description, and the dealer or distributor receiving the vehicle.

TRUTH IN MILEAGE REGULATIONS

The odometer mileage statement on South Carolina Certificates of Title issued after June 19, 1989, meets the Truth in Mileage standard. Certificates of Title issued before that date do not meet the Truth in Mileage standard. The odometer statement must be given for every vehicle.

The first assignment of a Certificate of Title must now be completed by the owner on the title document itself. A separate secured assignment will not be accepted.

Exceptions were written into the regulations for those persons signing the Certificate of Title using SCDMV Form 5047: Secured Power of Attorney – Odometer Disclosure. This form is only used by dealers, wholesalers, auto auctions, and insurance companies when the buyer and the seller are one and the same. The Secured Power of Attorney – Odometer Disclosure can only be used if the Certificate of Title is:

- being held for a lien; and
- lost and a duplicate is needed.

In addition to stating the odometer reading at the time of sale, the odometer statement is a certification by the seller of the vehicle to the buyer that to the best of his or her knowledge the odometer reading:

- reflects the actual mileage.
- reflects the amount of mileage in excess of the vehicle's mechanical limits; or
- is not the actual mileage.

Dealers should follow the instructions listed on the back of the SCDMV Form 5047. Odometer fraud is a violation of both state and federal law.

STATE AND COUNTY TAXES

SALES TAX/IMF

As a retail dealer, you must collect sales tax/IMF on any sale. You can obtain your required sales tax number from the Department of Revenue. For each vehicle sold that will be registered in SC, you should complete SCDMV Form 400: Application for Certificate of Title and Registration for Motor Vehicle or Manufactured Home/Mobile Home, and indicate your dealer license number and sales tax number.

$500 MAXIMUM INFRASTRUCTURE MAINTENANCE FEE

Any person who purchases or leases a vehicle, trailer, semi-trailer, or other automobile (that will be titled and/or registered in SC) must pay an Infrastructure Maintenance Fee (IMF). The IMF amount is 5% of the purchase price, up to a maximum of $500.

SALES OF MOTOR VEHICLES TO NON-RESIDENTS

Sales of new or used motor vehicles, trailers, semi-trailers, and pole trailers to non-residents that will be registered in another state are subject to sales tax at the same rate imposed by the purchaser's state of residence. The tax cannot exceed the $500 maximum tax imposed by South Carolina.

For South Carolina sales tax purposes, sales tax due on a sale to non-residents of new or used motor vehicles, trailers, semi-trailers, and pole trailers that are registered and licensed in the purchaser's state of residence are taxed at the lesser of the following:

1. Sales tax that would be imposed on the purchaser's state of residence, or
2. Tax that would be imposed under Chapter 36 of the South Carolina Code of Laws.

No sales tax is due in South Carolina if a non-resident purchaser cannot receive credit in their resident state for sales tax paid to South Carolina. Form ST-385: Vehicle Affidavit for Nonresident must be completed on each vehicle sold to a non-resident.

For more information on infrastructure maintenance fees or sales tax, please contact SCDMV at CarTaxes@dmv.sc.gov or visit the SC Department of Revenue website at dor.sc.gov where tax laws, regulations, policy documents, publications, forms, electronic services, various links, and attorney general opinions may be found.

PERSONAL PROPERTY TAX

In South Carolina, counties must receive yearly property tax payments for vehicles before registrations and decals can be issued.

PURCHASING NEW PLATES

As a dealer in South Carolina, you have the option of giving your customers extra time to pay their property taxes for vehicles purchased by South Carolina residents by completing SCDMV Form 4031: Bill of Sale Form with a Property Tax Override (PTO) section. This form will defer the property tax on the vehicle for 120 days. The SCDMV does not provide Property Tax Override (PTO) Forms. To order Bill of Sale Forms with a Property Tax Override (PTO) section, contact the Carolinas Independent Automobile Dealers Association (CIADA) by calling 1-800-432-4232.

You must disburse the above copies in the following manner:

1. keep a copy for your files:
2. give one copy to the customer; and
3. send the top copy (secured sheet) to the SCDMV along with the title and registration paperwork.

Please note that this extension for the payment of property taxes does not apply to the titling and registration of vehicles. Vehicles must still be titled and registered in South Carolina within 45 days from the date of purchase.

TRANSFERRING PLATES

Customers who transfer a license plate from one vehicle to a newly purchased vehicle are not required to pay property taxes at the time of the transfer. They will be billed by their county treasurer's office when the plate is due for renewal. Any person who willfully or knowingly makes a false statement for the purpose of avoiding any tax is guilty of a misdemeanor in this state and may be fined up to $3,000 and/or imprisoned for up to one year.

OUT-OF-STATE BUYERS

An out-of-state customer who purchases a vehicle in South Carolina has different titling and registration needs. To provide better customer service, you should be aware of the options available to you and your customers.

TEMPORARY PLATES

South Carolina and some other states do not allow new vehicles to be driven on the road without proper registration or tags. Vehicles must have an official plate and registration. In South Carolina, the law allows for this instance and offers the customer a temporary plate and registration. As a dealer, you will issue a traceable temporary plate to any out-of-state buyer the same as you would an in-state buyer.

PENALTY

Any person found guilty of the misuse of a temporary license plate or permit is guilty of a misdemeanor in this state and may be fined up to $200 and/or imprisoned for up to 30 days.

WORKING WITH OTHER STATES

If your place of business is located near the state line, you may have more out-of-state purchases than other dealerships. If this is the case, you may wish to contact the other state and find out more about their titling and registration procedures. You may be able to prepare the paperwork from that state for your customer.

COURTESY VEHICLES

A South Carolina resident can purchase a vehicle from an out-of-state dealer, who will be responsible for transporting the vehicle to a S.C. dealer so that the customer can pick the vehicle up from a local dealership.

SC Code of Law §12-37-2610 allows the use of a property tax override (PTO) form for this situation and states that taxes are not due on these vehicles for 120 days. When this type of transaction occurs, the dealer should write on the PTO form "courtesy delivery" so that the SCDMV and the County will know that the owner has 120 days to pay his/her property taxes.

Courtesy deliveries DO NOT require a paid tax receipt, provided that the PTO clearly indicates "courtesy delivery." In addition, courtesy deliveries are also subject to the same requirements for use tax as other out-of-state sales: the owner must show that sales tax has already been paid, or that the out-of-state dealer has an S.C. sales tax number, OR that the vehicle is exempt from sales taxes in S.C. If the owner does not meet one of these requirements, SCDMV will collect any S.C. IMF due.

TIPS TO REMEMBER WHEN TITLING AND REGISTERING VEHICLES:

- Use clear and legible handwriting. If rubber stamps are used, they must be properly aligned.
- Properly assign the back of the title.
- Type within the spaces provided on SCDMV Form 400: Title and/or Registration Application – not on the lines.
- Verify that the information on SCDMV Form 400: Title and/or Registration Application, and the title match.
- Verify the vehicle identification number on the vehicle against the number on the title.
- Verify the owner's name and signature.
- Before choosing an option, read the instructions on the odometer statement carefully on SCDMV Form 400: Title and/or Registration Application.
- Properly complete all lien information.
- Abbreviate the owner's address on the form if it is more than 30 characters long.
- Provide the correct dealer and sales tax number.

Title and Registration Documents Required for Various Transactions

SCENARIO	TYPE OF TRANSACTION	DOCUMENTS REQUIRED
S.C. resident purchases a brand-new vehicle from a S.C. dealer.	Title with New Registration	• SCDMV Form 400 • MCO Manufacturer's Certificate of Origin or MSO Manufacturer's Statement of Origin • PTO Affidavit & Notification of Sale of Motor Vehicle
S.C. resident purchases a used vehicle previously titled and registered in another state.	Title with New Registration	• SCDMV Form 400 • Out-of-State Title • PTO Affidavit & Notification of Sale of Motor Vehicle
S.C. resident purchases a used vehicle previously titled and registered in South Carolina.	Title with New Registration	• SCDMV Form 400 • S.C. Title • PTO Affidavit & Notification of Sale of Motor Vehicle
S.C. resident purchases a brand-new vehicle from a S.C. dealer.	Title with a Transfer Plate	• SCDMV Form 400 • MCO Manufacturer's Certificate of Origin or MSO Manufacturer's Statement of Origin • PTO Affidavit & Notification of Sale of Motor Vehicle • Valid License Plate
S.C. resident purchases a used vehicle previously titled and registered in another state.	Title with a Transfer Plate	• SCDMV Form 400 • Out-of-State Title • PTO Affidavit & Notification of Sale of Motor Vehicle • Valid License Plate
S.C. resident purchases a used vehicle previously titled and registered in South Carolina.	Title with a Transfer Plate	• SCDMV Form 400 • S.C. Title • PTO Affidavit & Notification of Sale of Motor Vehicle • Valid License Plate
S.C. resident purchases a used vehicle previously titled and registered in another state and needs to replace the license plate.	Title with Transfer & Replacement Plate	• SCDMV Form 400 • Out-of-State Title • PTO Affidavit & Notification of Sale of Motor Vehicle • SCDMV Form 452 Lost/Stolen or Destroyed License plate Affidavit Form
S.C. resident purchases a used vehicle previously titled and registered in South Carolina and needs to replace the license plate.	Title with Transfer & Replacement Plate	• SCDMV Form 400 • S.C. Title • PTO Affidavit & Notification of Sale of Motor Vehicle • SCDMV Form 452 Lost/Stolen or Destroyed License plate Affidavit Form
S.C. resident wants to purchase a vehicle and wants to trade in the currently owned vehicle. The customer has lost the S.C. title.	Duplicate Title	• SCDMV Form 400 • Satisfaction of Title Lien form (if applicable)

ELECTRONIC VEHICLE REGISTRATION (EVR) PROGRAM

The South Carolina Electronic Vehicle Registration (EVR) Program allows authorized business partners to apply for registrations and titles electronically. As of January 18, 2024, South Carolina law mandates every retail dealer be enrolled in the EVR system. The EVR system is supplied through a Service Provider (third-party) that works with the SCDMV to provide licensed South Carolina auto dealers with a computer-based system that provides the ability to register and title vehicles by electronic means. The SCDMV provides dealer/business partners with materials and authorization to process customers' vehicle registrations and make initial applications for their vehicle titles. This allows an auto dealer/business partner to register the vehicle and put it on the road with valid registration on the same day.

With EVR, everyone is a winner. Dealers and other partners win because they save time and money; customers win because they get one-stop shopping without the wait for registration and title application processing. SCDMV wins because customers can be served efficiently.

For further information related to this program, you may review the SCDMV Electronic Vehicle Registration Program Standards at dmv.sc.gov or contact one of the service providers listed below:

- Computerized Vehicle Registration (CVR) at www.cvrconnect.com or 1-800-333-6995
- DDI Technology at www.dditechnology.com or 1-844-836-1620 option 1
- Title Tec at www.solera.com or 1-855-839-8020

The third-party vendor provides dealers with materials and authorization to make initial applications for vehicle registrations and titles. This allows an auto dealer to register the vehicle the same day with a traceable temporary plate and registration. The traceable temporary plate will be valid for 60 days for in-state residents and out-of-state customers. South Carolina customers will receive their permanent tag in the mail within 10 to 15 business days from the SCDMV service provider. Non-South Carolina residents will provide the dealership the information about where paperwork will need to be forwarded for proper registration of their vehicle in their state. The 60 day temporary license plate will be traceable upon issuance and immediately linked to the customer and vehicle before driving off the dealership lot.

- All dealer transactions must be completed through EVR - this includes Update 1 and Update 2.
- Dealers can't "backout" transactions once entered into the EVR system.
- Dealers may not complete dealer work at any SCDMV branch including passing work to a customer to process on his or her own. This includes both title work and registration work. Dealers may not obtain a certificate of title, temporary registration, or temporary license at any SCDMV offices. The dealer will be turned away if an attempt is made to complete dealer work at SCDMV branches. Dealer is still required to meet the 45 days to properly title and register vehicles that customers have purchased from you. There will be SCDMV approved exceptions that will allow certain transactions to be processed for dealers at SCDMV branch offices. Contact your service provider or local SCDMV branch office for guidance.

NOTES

SECTION III

DEALER AUDITS AND INSPECTIONS

AUDIT AND COMPLIANCE UNIT

The SCDMV is responsible for all dealer and wholesaler licensing, audits, and inspections. The Audit and Compliance Unit have been appointed to carry out this statewide responsibility for the SCDMV.

SCDMV compliance auditors, assigned throughout the state, conduct the majority of dealer audits and inspections. However, other authorized agents may also conduct inspections and will have proper credentials to identify themselves to you. SCDMV compliance auditors conduct initial inspections for new dealers and wholesalers, investigate customer complaints against dealers and wholesalers, and conduct random audits of dealers and wholesalers on a routine basis or as necessary.

Should you have questions or concerns about proper procedures or legal requirements, you may contact the SCDMV Business License Unit by dialing (803) 896-2611. Someone from the SCDMV Business License Unit can also identify and supply you with the phone number for your local compliance auditor.

PRE-LICENSING INSPECTION

Before applying for a dealer license, a potential dealer may request a pre-inspection. This inspection will help determine if the location of the proposed dealership, including the display lot and building, would be in compliance with the laws and regulations placed upon dealers in this state. At this point, if no compliance corrections are needed, the potential dealer may proceed with their application. After the preliminary processing of your application for a dealer or wholesaler license, an SCDMV compliance auditor will contact you to schedule your first inspection. During this inspection, s/he will determine whether your place of business and operational procedures qualify you for the license you have applied for. When inspecting your place of business, the SCDMV compliance auditor will complete SCDMV Form DLA-8, New Dealer/Wholesaler Checklist, discuss the findings with you, and recommend to the SCDMV that your license be approved or disapproved, and the reason(s) for the approval or disapproval. Regardless of the outcome, you will be provided with a copy of SCDMV Form DLA-8, New Dealer/Wholesaler Checklist detailing the result of the inspection and if any deficiencies are indicated. If you are disapproved and wish to continue with the application process, you may make the appropriate improvements and request that your dealership be re-inspected. After you pass your inspection, you will be provided with an official approval letter from the SCDMV compliance auditor informing you how to proceed with your license purchase. You will also receive a copy of the Dealer Audit Information Sheet to prepare you for any upcoming audits you will be asked to conduct as a licensed SC dealer.

DEALER LICENSE INSPECTION CRITERIA

Refer to Section I, DEALERSHIP REQUIREMENTS for detailed requirements.

During the initial inspection, the SCDMV compliance auditor will inspect your business for the following:

- proper building structure.
- proper signage; and
- proper lot

TIPS TO REMEMBER:

Your place of business will not pass inspection, if the SCDMV compliance auditor finds any of the following:

- you do not have a bona fide place of business.

- your principal business is not buying, selling, or exchanging vehicles (except motorcycle dealers).
- you do not have a building, or your building does not meet the necessary qualifications;
- you do not have a sign or your sign does not meet the necessary qualifications;
- you do not have an adequate lot and/or display area to display your vehicles.
- your business is not located at the address on your application.

WHOLESALER INSPECTIONS

During the initial inspection, the SCDMV compliance auditor will inspect your business to ensure that you have an appropriate place to conduct business. You are not required to display your vehicles on an open lot, but you should have adequate space to conduct your business transactions.

TIPS TO REMEMBER:

Your place of business will not pass inspection if any of the following is found:

- you do not have a bona fide place of business.
- your business is not located at the address listed on your application.

DEALER AND WHOLESALER AUDITS

Dealer audits are conducted at random; you will not be notified when an audit is required of your place of business. When a SCDMV compliance auditor arrives, you must give him or her complete cooperation. The auditor will make every attempt to minimize disruptions to your business and complete your audit in a timely and professional manner. The audit will follow a set pattern, and the SCDMV compliance auditor should proceed in a similar manner as follows:

- The compliance auditor will show you his or her SCDMV credentials and inform you of the purpose of the visit.
- The auditor will ask to see all titles on hand in your place of business. S/he may temporarily remove any open titles from your files to make the appropriate copies. Once copies are made, the original will be returned to the dealer. The auditor may request a copy of any titles not assigned to your dealership and require them to be completed. Auditors will issue a receipt for any and all items removed from your dealership.
- The auditor will record dealer information such as the name of your business, owner, address, dealer type, dealer number, and the date of the audit.
- The auditor will record the vehicle identification numbers of the vehicles on your lot and check your records to ensure that incoming documents related to each vehicle are maintained.
- The auditor will review the records of vehicles sold since your last audit or inspection to determine whether proper incoming and outgoing records are maintained for each transaction.
- The auditor will request that the dealer account for all demo plates. The auditor may also verify the previous year's sales volume to justify the number of dealer plates obtained by the dealer.
- The auditor will record garage liability insurance information if the dealer has dealer plates.
- The auditor will record any violations found in your place of business.
- The auditor will answer any questions you may have.

- The compliance auditor will advise you via SCDMV Form DLA-2, Licensed Dealer Auditors Report of his or her findings. However, any sanctions resulting from the audit will be issued from headquarters and delivered in written form.

NOTE: A random audit or administrative investigation conducted in your place of business does not imply that you are suspected of any misconduct or wrongdoing.

RECORD INSPECTIONS

Anytime an SCDMV compliance auditor inspects or audits your place of business, a thorough review of your records will take place. It is important that you organize all of your records, ensure that they are legible, and maintain the proper supporting documents for your transactions.

South Carolina law requires that you maintain records on all transactions for four (4) years from the date of the transaction. All records must be kept at the licensed place of business and must be available during reasonable business hours. The compliance auditor will review your records for the following information:

Acquired Vehicles

1. The true name of the person or persons from whom the vehicle was acquired.
2. The correct and complete address of the person or persons from whom the vehicle was acquired.
3. The correct date of the transaction.
4. A complete description of the vehicle including the vehicle identification number, make, model, and type of vehicle.
5. The correct odometer statement. A copy of the statement received by the dealer must be kept. This copy could be on the back of the Certificate of Title, a Bill of Sale, or on a separate odometer disclosure statement.

Transferred Vehicles

1. The true name of the person or persons to whom the vehicle was transferred or sold.
2. The correct and complete address of the person or persons to whom the vehicle was transferred or sold.
3. The correct date of the transaction.
4. A complete description of the vehicle including the vehicle identification number, make, model, and type of vehicle.
5. The correct odometer statement. A copy of the statement received by the dealer must be kept. This copy could be on the back of the Certificate of Title, a Bill of Sale, or on a separate odometer disclosure statement.

All Transactions

Titles, bills of sale, odometer statements, and other documents containing the required information for each transaction.

Dealer Plates

1. The location of the dealer plates issued to the dealership.
2. Documentation of the correct use of dealer plates.
3. Verification of garage liability insurance.

TIPS TO REMEMBER:

Your cooperation is necessary to complete the audit or inspection process. Failure to cooperate with the agent or produce the required records may result in sanctions being imposed against the dealership.

NOTES

SECTION IV
LEGAL SECTIONS

KNOW YOUR LEGAL RIGHTS

If you or someone employed at your place of business becomes the subject of an official complaint with the SCDMV or legal action in a court of law, you should be aware of your legal rights as a dealer. Knowing your options and possible penalties is vital.

For purposes of overview, it is recommended that all dealers, especially new applicants, be familiar with recently amended Section 56-15-350 [effective January 1, 2024], which significantly broadened the basis that a dealer or wholesalers license may be denied, suspended, or revoked.

In summary, this can occur if the Department determines that the applicant, licensee, or their agency has refused to comply with, been convicted of, or pleaded nolo contendere to a range of offenses. These offenses include making a material misstatement in the license application, violating any provision of this chapter, committing fraud related to the sale or transfer of a motor vehicle, employing fraudulent practices to meet dealer requirements, violating laws related to vehicle title transfer, tampering with vehicle identification numbers, violating laws related to odometer tampering, failing to comply with department's requests to inspect or copy dealer records, misuse of dealer license plates, accepting or delivering a title signed in blank, committing certain crimes within the last ten years, failing to pay demanded civil penalties, failing to surrender a dealer license, or having a previous dealer license revoked under this section.

COMPLAINTS

A complaint can also be made against you with the SCDMV. Complaints are generated outside the Department, generally by customers. Complaints are accorded more procedural safeguards for the dealer than violations discovered by the SCDMV in the conduct of an audit. In the case of a complaint, the SCDMV will review the complaint and may begin an administrative process. Violation of criminal law will be forwarded to the appropriate law enforcement agency. Complaints might not result in a lawsuit, but can still cost you time, money, and legal fees. You should be aware that if you are found guilty or there is a department finding of wrongdoing, your dealer or wholesaler license could be denied, canceled, suspended, or even revoked. The SCDMV Compliance Audit Unit has the authority to conduct administrative investigations resulting from complaints against dealers and wholesalers.

Customers registering complaints must complete Form DE-002C Dealer Licensing & Audit Unit Customer Complaint and submit it to the Audit and Compliance Unit along with copies of relevant documents. SCDMV Form DE-002C requires the name and address of the dealership, as well as that of any salesperson that may be involved. Customers are asked to provide a complete and thorough report of any incident or complaint.

A COPY OF THE COMPLAINT MUST BE FORWARDED TO DEALER

When a complaint has been received by the SCDMV, the Department must present a copy of the complaint to the dealer in writing. S.C. Code 56-15-310(A)(2).

DEALER GIVEN AN OPPORTUNITY TO CURE THE COMPLAINT

Once a written copy of the complaint is sent to the dealer, the dealer is allowed an opportunity to cure the complaint before the SCDMV can proceed with any punitive or enforcement action. Depending on the nature of the complaint under S.C. Code 56-15-310(A)(2), a dealer is required to cure the complaint either within 60, 45, or 30 days. See under next heading, DEALER PERFORMANCE EVALUATION SYSTEM for details.

If a Department of Motor Vehicles Compliance Auditor is called to investigate a complaint against your dealership, you will be asked to provide any information you have regarding the incident or complaint. S.C. Code of Law 56-15-340 requires that records must be made immediately available upon reasonable request. Your records must be at the disposal of the Auditor to ensure a thorough investigation is conducted.

After conducting an investigation, the compliance auditor will review any related records involved or indicated in the complaint and will make copies of your records. The compliance auditor will attempt to answer any questions you may have and submit their findings. In the event a dealer does not cure the complaint in the proper time frame or receives a complaint of the same nature within twelve (12) months of the first complaint received, the Department may issue a sanction (points) against the dealer's license. Any criminal violations of laws will be transferred to an appropriate law enforcement agency. Non-criminal issues not under the jurisdiction of the Department of Motor Vehicles will be forwarded to South Carolina Consumer Affairs and/or other appropriate agencies.

DEALER PERFORMANCE EVALUATION SYSTEM

(Point Violations) Under the S.C. Code of Law Title 56, Chapter 37, the application, and administration of sanctions for dealers, wholesalers, and wholesale motor vehicle auctions that violate rules, regulations, policies, or laws have been established. Violations fall into two categories: compliance and performance.

A compliance violation refers to failing to maintain minimum statutory requirements (bona fide established place of business, bond, insurance, facility, sign, lot, etc.) required of a dealer, wholesaler, or wholesale motor vehicle auction license. A compliance violation may result in the cancellation (indefinite suspension) of the dealer license. If a dealer license is canceled, it will be reinstated as soon as the SCDMV is satisfied that the violation or deficiency is corrected. In order to be reinstated, the licensee must comply with the requirements noted in the cancellation letter and completion of a successful audit and/or re-inspection may be required depending on the type of compliance violation.

A performance violation refers to a breach of state statute related to dealer, wholesaler, or wholesale motor vehicle auction operations. Title 56 Chapter 37 establishes a point system for performance violations to evaluate the operational record of a dealer, wholesaler, or wholesale motor vehicle auction. (See the next page for specific performance violations and their assigned point value.) Serious performance violations may result in the immediate suspension or revocation of a dealer license without the assessment of any points.

Upon the Department receiving complaint notification, the Department will present that complaint to the dealer in writing. The dealer is then allowed an opportunity to cure the complaint within one of three statutory timeframes (either 60, 45, or 30 days) before the department proceeds with punitive or enforcement action. The violations, and their permitted timeframes to cure, are set forth as follows:

Section 56-37-30(B) must be cured by the dealer within sixty (60) days of being notified of the complaint.

(B) For multiple record errors over a six-month period of time, the department may impose a two-point violation against a dealer license for the following:

1. *Errors or omissions on transactions regarding incoming or outgoing documents;*
2. *Incorrect acquisition or sale dates;*
3. *Incorrect vehicle identification numbers;*
4. *Incorrect make, model, or type of body;*
5. *Incorrect incoming or outgoing odometer reading;*
6. *Incorrect name and address of the person a vehicle was acquired from or transferred to;*
7. *Inability to provide an account for a dealer, transporter, or wholesale auto auction plate; or*
8. *Issuance of a second temporary plate to a purchaser without prior authorization by the department.*

Section 56-37-30 (C) must be cured by the dealer within forty-five (45) days of being notified of the complaint.

(C) *The following are four-point violations:*

1. *dealer selling at an address different than indicated on the dealer application and license;*
2. *failure to deliver a title to a buyer or the department within forty-five days of the date of sale;*
3. *reasonable records request unavailable upon the demand of the department;*
4. *misuse of dealer, transporter, or wholesaler auto auction plate; and*
5. *operating or allowing the operation of a vehicle with a suspended dealer plate.*

Section 56-37-30(D) must be cured by the dealer within thirty (30) days of being notified of the complaint.

(D) *The following are six-point violations:*

1. *selling out-of-trust or breach-of-trust;*
2. *possession of an open title;*
3. *altering or changing documents to avoid or delay registration;*
4. *maintaining or producing fraudulent records;*
5. *licensure as a wholesaler dealer only, but selling vehicle retail;*
6. *having a volume of sales that do not warrant the number of license plates issued;*
7. *dealer or auction facilitating a wholesaler selling retail;*
8. *failure to remit any state-owed fees within the time period prescribed by law to the department;*
9. *issuance of any temporary license plate to a person not authorized to have the plate.*

If the Department determines that the same dealer has received a similar type of complaint within twelve (12) months of a previous complaint, the Department may proceed with an enforcement action against the dealer without regard to the time period provided in S.C. Code of Laws 56-37-30.

DEALER SANCTION REVIEW BOARD (DSRB)

Any dealer receiving sanction points on or after July 1, 2024, may request an appeal hearing with the Dealer Sanction Review Board (DSRB) if timely appealed after receiving formal notice of the sanctions being levied. Carefully review your notice from the department and S.C. Code 56-37-40(B) and (C) to be sure of timely perfecting your appeal. The dealer must notify the SCDMV in writing to request a hearing. The DSRB may sustain, reduce, or dismiss the sanction points.

The Dealer Sanction Review Board consists of the following individuals:

a. Executive Director of the Department or his/her designee
b. A department employee with expertise in dealer licensing
c. Two non-franchise automobile dealers by their statewide dealer association.
d. Three franchise automobile dealers chosen by their statewide dealer association.

All dealers serving on the Board must be in good standing with the department and have been in business for a minimum of ten years.

The DSRB must determine if sanctions and corresponding points must be posted to the dealer record no later than 60 days after the DMV receives the written request from the dealer.

The DSRB decision is considered final unless a dealer files a protect as prescribed by S.C. Code 56-37-40(B)(4).

POINTS REDUCTION FOR COMPLETING COURSE

Any dealer who has accumulated points must have the number of points reduced by four (4) upon proving to the satisfaction of the Department of Motor Vehicles that the dealer has completed a voluntary course related to the proper licensing of dealers in this State. No dealer's points may be reduced more than one (1) time in a three (3) year period by completing a course related to the proper licensing of a dealer in this state. *See*, S.C. Code 56-37-60.

SUSPENSIONS

The SCDMV must suspend, for a period of seven (7) days, the license of any dealer, wholesaler, or wholesale motor vehicle auction that accumulates twelve (12) points. A second accumulation of twelve (12) points within a three (3) year period from the end date of the prior suspension will result in a thirty (30) day suspension. The third accumulation of twelve (12) points within a three (3) year period from the end date of the first suspension will result in a three (3) year suspension. Dealers may not reapply for any kind of dealer license for three (3) years after the last issued points.

In computing the total number of points for violations committed, violations will be counted at their assigned value for 12 months after being posted to the dealer's record and at one-half their assigned value from 12 to 24 months from being posted to the dealer's record. Points resulting from violations that occurred more than 24 months from being posted to the dealer's record will not be counted.

REVOCATIONS

The DMV will revoke the license of any motor vehicle dealer, wholesaler, or wholesale motor vehicle auction pursuant to S.C. Code 56-37-80 for:

1. Conviction of any violation of law involving the theft or possession of a stolen vehicle, involvement with a chop shop, or of any violation of law involving tampering with, altering, or removing vehicle identification numbers or markings.
2. Conviction for violating any federal or state law regarding the disconnecting, resetting, altering, or other unlawful tampering with a motor vehicle odometer.
3. After a ten-year period, a dealer whose license has been revoked may re-apply to the Department and request a review by the Dealer Sanctions Review Board to be relicensed. However, upon review of the board, a dealer whose license has been revoked may continue to be denied a dealer license of any type.
4. The department may deny a dealer license to an immediate family member of a dealer whose license was revoked due to one of the above convictions for ten years from the date of conviction.

DEALER PERFORMANCE VIOLATIONS

Performance Violation Description:	Sanction
Court Dispositions: (Any court finding includes criminal and civil courts)	
Conviction involving the theft or possession of a stolen vehicle	Revocation
Conviction involving the tampering with, altering, or removing VIN	Revocation
Any court finding of any law violation regarding vehicle odometers	Revocation
Conviction by the licensee of a criminal offense or judgment in a civil case in which there is fraud connected to the sale or transfer of a vehicle	6 points
Conviction by the licensee involving the acquisition or transfer of a title to a vehicle	6 points
Department Findings as a result of investigation, audit, or other inquiry	
Offering for sale or sale of vehicles while license is suspended	Revocation
Selling out of trust or breach of trust	6 points
Failure to remit any state-owed fees within the time period prescribed by law to the Department	6 points
Licensure as a wholesaler dealer only, but selling vehicles retail	6 points
Dealer or auction facilitating wholesaler selling retail	6 points
Possession of an open title	6 points
Altering or changing documents to avoid or delay registration	6 points
Maintaining or producing fraudulent records	6 points
Having a volume of sales that does not warrant the number of license plates issued	6 points
Issuance of any temporary license plate to a person not authorized to have the plate	6 points
Reasonable records requests unavailable upon the demand of the department	4 points
The dealer selling at an address different than indicated on the dealer application and license	4 points
Failure to deliver a title to a buyer or the department within 45 days of the date of sale	4 points
Misuse of dealer, transporter, or wholesale motor vehicle auction plate	4 points
Operating or allowing the operation of a vehicle with a suspended dealer plate	4 points
Inability to provide an account for a dealer, transporter, or wholesale auto auction plate	2 points
Errors or omissions on transactions regarding incoming or outgoing documents	2 points
Incorrect acquisition or sales dates	2 points
Incorrect vehicle identification numbers	2 points
Incorrect make, model, or type of body	2 points
Incorrect incoming or outgoing odometer reading	2 points
Incorrect name and address of the person a vehicle was acquired from or transferred to	2 points
Issuance of a second temporary license plate to a purchaser without prior authorization by the department	2 points

Certain infractions may warrant more stringent penalties based on 56-15-350.

ADMINISTRATIVE HEARINGS

If your dealer or wholesaler license is denied, suspended, or revoked by the SCDMV you have the right to contest the action by requesting an administrative hearing. The SCDMV will notify you in writing at your business or special mailing address of any intention to deny, suspend, or revoke your license at least twenty (20) days prior to the date of the action. Your written request for a hearing must be filed with the Office of Motor Vehicle Hearings no later than ten (10) days after receipt of the letter, but no longer than twenty (20) days after the date of this notification. Your request for a hearing must be mailed to the address below along with a $200 non-refundable filing fee.

Office of Motor Vehicle Hearings
S.C. Administrative Law Court Edgar A.
Brown Building
1205 Pendleton Street, Suite 325
Columbia, SC 29201
803.734.3201

The Office of Motor Vehicle Hearings has a similar name to the SCDMV but is a separate agency administered by the Administrative Law Court to review these and other SCDMV actions.

If your dealer license is being canceled due to a compliance violation (failing to maintain minimum statutory requirements such as bona fide established place of business, bond, insurance, facility, sign, lot, etc.), the cancellation will be rescinded upon satisfactory proof of compliance regardless of whether a hearing has been requested. In these cases, you would not need to request a hearing for reinstatement unless you were in disagreement with the compliance violation.

If you contest the SCDMV's decision, your sanction will be stayed pending the outcome of the hearing where the Hearing Officer will make a determination of whether the denial, suspension, or revocation is lawful. The Hearing Officer will either sustain or dismiss the pending action based on the above determination and has no authority to reduce the suspension or revocation period imposed by the SCDMV.

You may contact the Office of Motor Vehicle Hearings at the above address or telephone number with any questions regarding their proceedings. The Office of Motor Vehicle Hearings also has their official rules and procedures available on their website at www.scomvh.net.

SECTIONS OF LAW REGULATING S.C. DEALERS

As a dealer, wholesaler, or wholesale motor vehicle auctioneer, you should be aware of the laws and requirements affecting you, your manufacturer or distributor, and your customers. These laws are meant to protect all parties involved in a motor vehicle transaction.

1. Section 56-15-10 through 56-15-450, of the S.C. Code of Laws provides for the regulation and license of vehicle dealers and wholesalers.
2. Section 56-3-2320 of the S.C. Code of Laws provides for the issue and use of dealer and wholesaler plates.Sections 56-14-10 through 56-14-160, of the S.C Code of Laws provides for the regulation and license of recreational vehicle dealers.
3. Sections 56-16-10 through 56-16-210 of the S.C. Code of Laws provide for the regulation of motorcycle manufacturers, distributors, dealers, and wholesalers.
4. Sections 56-15-510 through 56-15-600 of the S.C. Code of Laws provide for the regulation and license of wholesale motor vehicle auctions.
5. Section 56-3-2350 of the S.C. Code of Laws provides for the regulation and license of motor vehicle transporters.
6. Sections 56-10-10 through 56-10-20 of the S.C. Code of Laws provide for requirements for garage liability insurance.
7. Section 56-3-210 of the S.C. Code of Laws provides for regulations for the issuance of temporary tags.
8. Section 31-17-510 through 31-17-580 of the S.C. Code of Laws provides for the regulation and license of travel trailer dealers.
9. Section 56-37-50 through 56-37-60 of the S.C. Code of Laws provides for the requirements for points reduction by four (4) upon providing the satisfaction to the SCDMV that a dealer has completed a voluntary course.

SECTION V
FORMS

COMMONLY USED SCDMV FORMS

Each required form serves a specific purpose for SCDMV and state records. If forms are not completed correctly, the paperwork for your transaction will be returned to you.

This section specifies the documents required to process title and registration transactions. (Dealers may process up to three allowable transactions per day on Tuesday-Thursday and one allowable transaction on Mondays and Fridays at an SCDMV branch office. Dealers may sign in dealer titling packages at branch offices also. There is no limit on the number of transactions signed in, however, a Business/Dealer Transaction Drop-Off form (DLA-12) must be completed for all work signed in. A maximum of 15 transactions may be listed on one form.)

Commonly used forms that are covered in this section include the following:

- SCDMV Form 400 " Title Application" and SCDMV Form 400-IS "Title and Registration Application Information Sheet"
- SCDMV Form 4031, "Bill of Sale"
- SCDMV Form 4057, "Change of Address, Name, Date of Birth, and/or Social Security Number"
- SCDMV Form 452, "Application to Replace License Plate or Expiration Year Decal"
- Sample of Buyers Guide
- Copy of Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO)
- Copy of South Carolina Certificate of Title for a vehicle
- Copy of Property Tax Offset Form (Affidavit & Notification of Sale of Motor Vehicle)
- Copy of Application for Temporary Permit and Plates

Hyperlinks to Other Dealer Forms:

- Form AD-808A Affidavit of Eligibility
- Form DE-002C Dealer License & Audit Unit Customer Complaint Form
- Form DE-004A Wholesaler Dealer Agreement
- Form DLA-1 Application for Dealer or Wholesaler License
- Form DLA-1A IS A Requirements for Obtaining a Motor Vehicle Dealer or Wholesaler License
- Form DLA-1B and DLA-1B (IS) Motor Vehicle Dealer and Wholesaler Surety Bond
- Form DLA-1C Certification of Vehicles Sold by Dealer
- Form DLA-3 Application for License as Motor Vehicle Transporter
- Form MV-38 Motor Vehicle Demonstration Certificate
- Form 417-C Application for a Temporary Recreational Vehicle Dealer License

Form 400 – Application for Certificate of Title and Registration

SCDMV Form 400 is an application that must be completed by the registrant to process name transfers from one owner to another.

Steps for completing Form 400. Make sure to attach all supporting documents to the back of the application. Identify the transaction by checking the appropriate box in the top section of the form.

Section 1 – Vehicle Information

- Vehicle Identification Number – Enter the complete VIN or serial number of the vehicle, which must match the titling documents.
- Make – Always use the manufacturer's name (for example Ford, Chevrolet, etc.)
- Year Make – Enter the year the vehicle was manufactured, which appears on the titling documents.
- Body Style – Enter the body style of the vehicle being registered. (Example: 2dr, 4dr, wgn, etc.)
- Model – List the model name (for example Escort, Impala, etc.).
- Empty Weight – Enter the vehicle's weight when applicable.

Owner Information (For a leased vehicle, complete Section 4 section.)

Owner's Complete Legal Name – Enter the name of the applicant to whom the vehicle is to be titled. The name should match the name found on the driver's license.

- Customer Number, Driver's License Number, Social Security Number, or Federal Employer Identification Number (FEIN)
- Date of Birth

Co-Owner's Complete Legal Name – Enter the name of the applicant to whom the vehicle is to be titled. The name should match the name found on the driver's license.

- Joint Shared – If shared ownership, specify the relationship by checking "and" or "or." (**NOTE:** "And" means both signatures are required when conducting transactions. "Or" means only one signature is required when conducting transactions.)
- Customer Number, Driver's License Number, Social Security Number or FEIN
- Date of Birth

Residence Street Address – Enter the complete address of the owner as a street, route, or rural box number. A post office box number is not acceptable in this field and can be entered only in the mailing address field. This must be a South Carolina address.

Mailing Address – Where mail is received. A post office box number can be used here.

Address Where Vehicle is Housed – This is the address that will be used for property taxes. (Example: Customer lives in Lexington County, but the vehicle is housed in Pickens County where the child attends school. Pickens County would be the housed address.)

Daytime Telephone Number – This information is optional.

Temporary Address – This is an address that will be used only for a limited time. Expiration Date is required if a Temporary Address is entered.

Leasing Information

Leasing Company Name - Owner of the vehicle (Example: GMC Leasing)

- Phone Number – This information is optional.
- Contact Person – This information is optional.
- Customer Number

Address – Enter the complete address of the owner. (**NOTE:** It can be an out-of-state address.)

Name of Lessee – Person leasing the vehicle

- Driver's License Number, Social Security Number, or FEIN of the person leasing the vehicle
- Date of Birth of person leasing vehicle

Residence Street Address – The complete address of the person leasing the vehicle as a street, route, or rural box number. A post office box number is not acceptable in this field and can be entered only in the mailing address field. This must be a South Carolina address.

Mailing Address – Where mail is received. A post office box number can be used here.

Address Where Vehicle is Housed – This is the address that will be used for property taxes. (Example: Customer lives in Lexington County, but the vehicle is housed in Pickens County where the child attends school.)

Section 2 – Odometer Mileage

Enter the odometer mileage of the vehicle being registered. Do not enter tenths of miles.

Section 2 – Lien Information

The lien information on SCDMV Form 400 must agree with the titling documents. Customer Number or FEIN of the lien holder

- Lien Holder Name (First Lien) – This information is required.
- Date of Lien – This information is required.
- Contact Person – This information is optional.
- Telephone Number – This information is optional.

Mailing Address – Where mail is received. A post office box number can be used here.
Customer Number or FEIN

- Lien Holder Name (Second Lien) – This information is required.
- Date of Lien – This information is required.
- Contact Person – This information is optional.
- Telephone Number – This information is optional.

Mailing Address – Where mail is received. A post office box number can be used here.

IMF/Sales Tax Exemption

Check the appropriate box that applies for casual sales tax exemption.

Additional Information

Date of Purchase

- Date first operated in South Carolina
- Energy Efficient Manufactured/Mobile Home
- Prior Title Number – Enter the title number of the title being surrendered; if the vehicle is new, write MCO in this field.
- Prior Title State – Enter the name of the state where the vehicle was previously registered and titled.

Seller Information

Enter the seller's name (dealer information when applicable).

- South Carolina Dealer/Wholesaler Number
- South Carolina Sales Tax Number
- Sales Price of the vehicle
- Address – Enter the complete address of the seller.

Section 3– Registration Information

- **New or Transfer plate**
- **GVW- enter the total weight of the vehicle and payload or the combined weight of the tractor-trailer and payload when applicable. (Note: This information is required for trucks.**
- **Insurance Certification**
  Enter the name of the liability insurance company if the applicant is titling and registering the vehicle. (**NOTE:** It is imperative that the correct insurance information be listed. Incorrect information may result in the suspension of the owner's driver's license and license plate.)

Section 4 –Donate Life SC

Indicates whether a Gift of Life donation was given and the contribution amount.

Signature of Owner

Ensure that the owner(s) has/have signed and dated SCDMV Form 400. This information is required.

THIS SECTION FOR DMV/DEALER USE ONLY – This section is to be completed in its entirety by a SCDMV employee.

Form 4031 – Bill of Sale

A South Carolina Bill of Sale is required if the current Certificate of Title was issued before June 1989. The form documents the sale price of the vehicle, odometer information, and the seller and buyer information. Dealers also use SCDMV Form 4031 or a Property Tax Override (PTO) Form to document the transfer of a vehicle from one dealership to another dealership. The form may be used for that purpose until the vehicle is transferred to an individual who is not a dealer. This form will not be accepted by the SCDMV if you erase or "white out" any portion of the form.

Form 4057 – Application for Name and/or Address Change, Date of Birth Correction, or Special Mailing

The Application for Name and/or Address Change, Date of Birth Correction, or Special Mailing will be used by the dealer to make an address correction **only**. The customer must complete this application. Any other change (except for address change which can be completed online) will have to be done in person at a local SCDMV branch office. (**NOTE:** The address on SCDMV Form 400 must match the address on file with the SCDMV. If the address does not match SCDMV files, SCDMV Form 4057 must be completed and signed by the customer or the titling application will be denied or returned by the SCDMV branch office for necessary corrections. The address on file with SCDMV should be the same as the address on the customer's driver's license.)

It is the responsibility of the clerk to verify that each section is completed when the application returns.

Form 452 – Lost/Stolen or Destroyed License Plate Report Replacement Application

The Lost/Stolen or Destroyed License Plate Report Replacement Application is used to report that a plate was lost, stolen, or destroyed. This application must be completed before a replacement plate is issued to a customer.

Steps for Completing SCDMV Form 452

1. License Plate Number – That you are reporting missing (if applicable)
    - State – Enter SC
    - Year of Expiration
2. Name and Address of Registered Owner (that appears on Certificate of Title)
    - Name of registered owner
    - Street Address (residence address)
    - City in which owner resides
    - State where vehicle is registered
    - Home Telephone Number of registered owner
    - Work Telephone Number of registered owner
3. I certify that the plate listed above was – You must indicate whether it was lost, stolen, or destroyed.
    - Date of Loss – Date first noticed missing (lost, stolen, or destroyed)
    - City in which the plate/decal was lost, stolen, or destroyed
    - State in which the plate/decal was lost, stolen, or destroyed
    - Circle the one that applies – "I do" or I "do not" wish to replace at this time
    - Owner's Signature – Registered owner's signature if he or she is the person making the report
    - Signature of Person Making Report – Signature of person making the report if not the registered owner
    - Print Name and Address of Person Making Report – The person making the report is different from the registered owner

Insurance Certification

- Name of Insurance Company – You must list the name of the insurance company if replacing the plate/decal. Insurance information must be accurate. Do not guess.
- Signature of Owner – Registered owner must sign the insurance section.

FOR SCDMV USE

This section is to be completed by a SCDMV employee only.

BUYERS GUIDE

IMPORTANT: Spoken promises are difficult to enforce. Ask the dealer to put all promises in writing. Keep this form.

VEHICLE MAKE | MODEL | YEAR | VEHICLE IDENTIFICATION NUMBER (VIN)

WARRANTIES FOR THIS VEHICLE:

☐ **AS IS - NO DEALER WARRANTY**

THE DEALER DOES NOT PROVIDE A WARRANTY FOR ANY REPAIRS AFTER SALE.

☐ **DEALER WARRANTY**

☐ FULL WARRANTY.

☐ LIMITED WARRANTY. The dealer will pay ____% of the labor and ____ of the ____ for the covered systems that fail during the warranty period. Ask the dealer for a copy of the ____ty, a____ any ____ments that explain warranty coverage, exclusions, and the dealer's repair obligati____ *impl*____es under your state's laws may give you additional rights.

SYSTEMS COVERED: **DU____ON:**

Sample

NON-DEALER WARR____N ____ FO____HIS VEHICLE:

☐ MANU____TURER'S WARR____TY ____APPLIES. The manufacturer's original warranty has not expired on some compo____icle.

☐ MANUFA____ED VEHICLE WARRANTY APPLIES.

☐ OTHER USE____EH____ WARRANTY APPLIES.

Ask the dealer for ____py of the warranty document and an explanation of warranty coverage, exclusions, and repair obligations.

☐ SERVICE CONTRACT. A service contract on this vehicle is available for an extra charge. Ask for details about coverage, deductible, price, and exclusions. If you buy a service contract within 90 days of your purchase of this vehicle, *implied warranties* under your state's laws may give you additional rights.

ASK THE DEALER IF YOUR MECHANIC CAN INSPECT THE VEHICLE ON OR OFF THE LOT.

OBTAIN A VEHICLE HISTORY REPORT AND CHECK FOR OPEN SAFETY RECALLS. For information on how to obtain a vehicle history report, visit ftc.gov/usedcars. To check for open safety recalls, visit safercar.gov. You will need the vehicle identification number (VIN) shown above to make the best use of the resources on these sites.

SEE OTHER SIDE for important additional information, including a list of major defects that may occur in used motor vehicles.

Si el concesionario gestiona la venta en español, pídale una copia de la Guía del Comprador en español.

CERTIFICATE OF ORIGIN FOR A VEHICLE

Ford

DATE
JANUARY 25,2007

INVOICE NO.
[redacted] 2

VEHICLE IDENTIFICATION NO.
[redacted]

YEAR
2007

MAKE
FORD

BODY TYPE
114 EXPLORER XLT 4X4 4DR

SHIPPING WEIGHT
4582 LBS.

H.P.(S.A.E.)
37.40

G.V.W.R.
6190 LBS

NO. CYLS.
6

SERIES OR MODEL
U73K

NOMINAL TONNAGE
1/2

I,the undersigned authorized representative of the company, firm or corporation named below, herby certify that the new vehicle described above is the property of the said company,firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

P.O. NUMBER 18990877

[redacted]

71K327

It is further certified that this was the first transfer of such new motor vehicle in ordinary trade and commerce.

MEMO DATA (NOT A LIEN)

FINANCE SOURCE 000001

Ford Motor Credit Co
P.O. Box 1732, Room
Dearborn MI
48121

[redacted] P1C112050

BY [redacted]

(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

[redacted]

CITY - STATE

STATE OF SOUTH CAROLINA
CERTIFICATE OF TITLE
OF A VEHICLE

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	NEW/USED
1N4BL2AP9CN530634	2012	NISS	ALTIMA	USED

BODY STYLE	DATE	ODOMETER	WEIGHT	TITLE NUMBER
SD	9/27/2023	91010	3357	770760450553002

VEHICLE BRAND(S)
ACTUAL MILEAGE
RETURNED TO MANUFACTURER UNDER LEMON LAW OR OTHER PROCEEDING

FULL NAME OF OWNER(S) CUSTOMER NUMBER: 35514087
TEST, CUSTOMER
10311 WILSON BLVD
BLYTHEWOOD, SC 29016-9018

FIRST LIENHOLDER
FIRST CREDIT
10311 WILSON BLVD
BLYTHEWOOD, SC 29016-9018
DATE OF LIEN: 8/1/2022

1ST LIEN RELEASED _____
(DATE)

BY _____
(AUTHORIZED AGENT)

Sample

THE SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES HEREBY CERTIFIES THAT THE PERSON HEREIN IS REGISTERED BY THIS DEPARTMENT AS THE LAWFUL OWNER OF THE VEHICLE DESCRIBED SUBJECT TO THE LIENS, IF ANY, HEREIN SET FORTH.

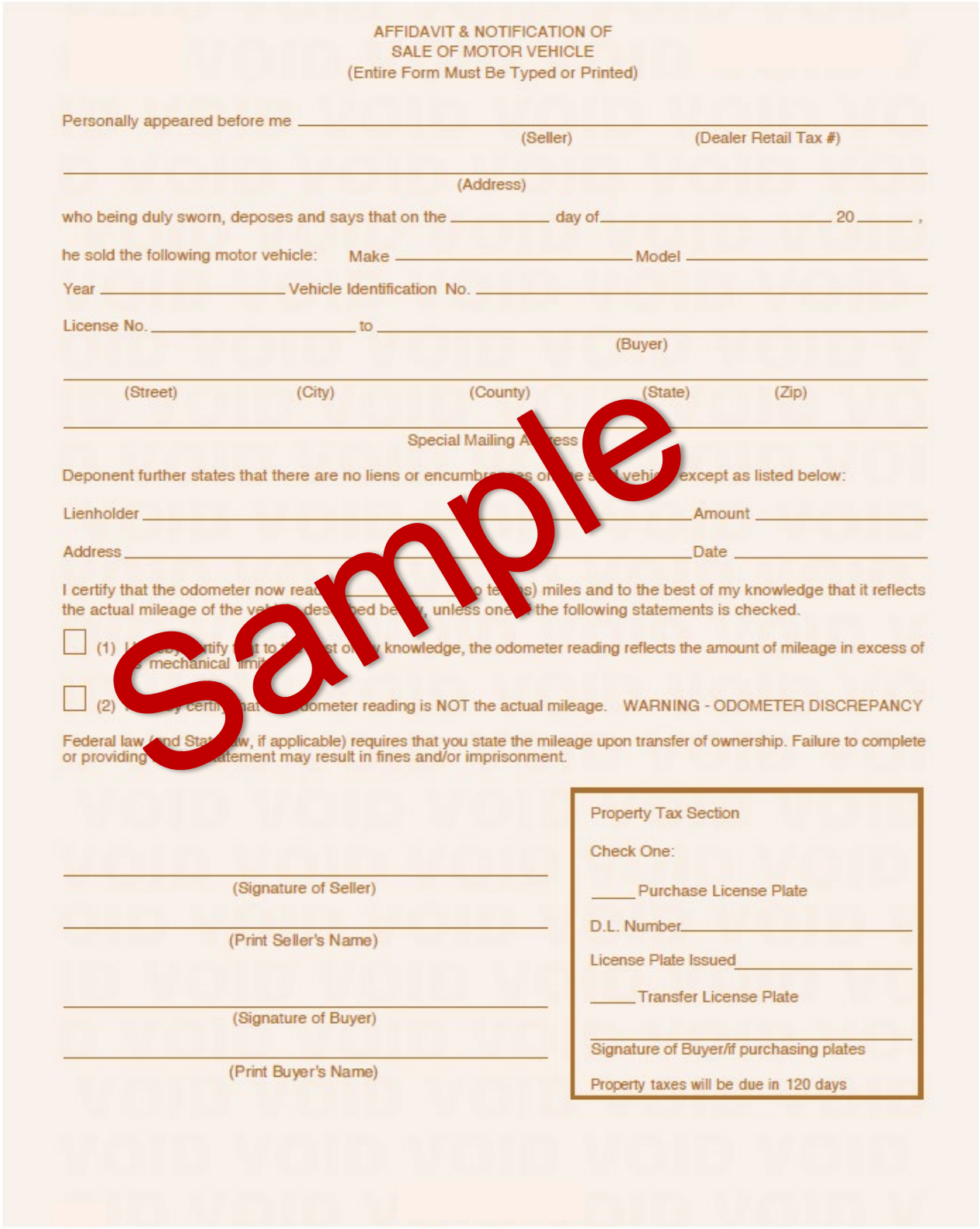
KEVIN A. SHWEDO
EXECUTIVE DIRECTOR

HENRY MCMASTER
GOVERNOR

KEEP IN A SAFE PLACE - ANY ALTERATION OR ERASURE VOIDS THIS TITLE

41576756

Property Tax Override (PTO) Form – Affidavit & Notification of Sale of Motor Vehicle - A PTO is a form used by the dealership to waive the property taxes for 120 days when a customer purchases a vehicle. This form is similar to a Bill of Sale.



AFFIDAVIT & NOTIFICATION OF
SALE OF MOTOR VEHICLE
(Entire Form Must Be Typed or Printed)

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_____

License Plate Issued_____

_____ Transfer License Plate

_____
Signature of Buyer/if purchasing plates

Property taxes will be due in 120 days

Sample

DRA-001

South Carolina Department of Motor Vehicles

DEALER'S REASSIGNMENT OF TITLE TO A MOTOR VEHICLE

YEAR_____ MAKE_____ BODY STYLE_____ VIN _____

Federal and State Law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

_____

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechnical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

_____ Signature(s) of Seller(s): _____ Dealer No._____

DATE OF SALE

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s):_____

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

_____

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechnical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

_____ Signature(s) of Seller(s): _____ Dealer No._____

DATE OF SALE

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s):_____

RE-ASSIGNMENT OF TITLE BY LICENSED DEALER

The undersigned dealer hereby certifies that the vehicle described in this document has been transferred to the following printed name and address.

_____

I certify to the best of my knowledge that the odometer reading is: _____ (NO TENTHS) and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechnical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING–ODOMETER DISCREPANCY**

_____ Signature(s) of Seller(s): _____ Dealer No._____

DATE OF SALE

Printed Name(s): _____

(Dealership Name and Individual Signing for Dealer)

Address: _____

I am aware of the above odometer certification made by the seller(s):

Signature(s) of Buyer(s): _____ Dealer No._____

Printed Name(s) of Buyer(s):_____

LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:

First lien in favor of: _____

(Dealership Name and Individual Signing for Dealer)

_____

(Address) (City) (State) (Zip Code)

SAMPLE

SECTION VI
GLOSSARY OF TERMS

GLOSSARY OF TERMS

Dealer or Motor Vehicle Dealer refers to any person who sells or attempts to effect the sale of any motor vehicle.

Dealer License refers to a license issued to individuals authorizing them to sell motor vehicles.

Distributor refers to any person who sells or distributes new motor vehicles to motor vehicle dealers or who maintains distributor representatives within the state.

Distributor Branch refers to a branch office maintained by a distributor who sells or distributes new motor vehicles to motor vehicle dealers.

Distributor Representative refers to a representative employed by a distributor branch or distributor.

Fair Market Value refers to the total purchase price of a vehicle less the trade-in value.

Franchise refers to an oral or written arrangement for a definite or indefinite period in which a manufacturer, distributor, or wholesaler grants to a motor vehicle dealer a license to use a trade name, service mark, or related characteristic, and in which there is a community of interest in the marketing of motor vehicles or services related thereto at wholesale, retail, leasing or otherwise.

Franchisee refers to a motor vehicle dealer to whom a franchise is offered or granted.

Franchiser refers to a manufacturer, distributor, or wholesaler who grants a franchise to a motor vehicle dealer.

Fraud refers to a misrepresentation in any manner whether intentionally false or due to gross negligence of a material fact; a promise or representation not made honestly and in good faith; and intentional failure to disclose a material fact.

Gross Weight refers to the weight of a vehicle plus the weight of any load thereon.

Manufacturer refers to any person engaged in the business of manufacturing or assembling new and unused motor vehicles.

Manufacturer Program is a program where franchise dealerships, licensed in South Carolina, provide consumers whose vehicle is being serviced or repaired by the dealership a loaner vehicle with a dealer demonstration plate. The vehicle displaying the license plate must meet two conditions: 1) the dealer is part of a manufacturer program and 2) the loaner vehicle along with the plate is given to the consumer, by the dealer, at no charge for no more than thirty days.

Moped refers to every cycle with pedals to permit propulsion by human power and with a motor of not more than 50 cubic centimeters which produces not more than two brake horsepower and which is not capable of propelling the vehicle at a speed in excess of 30 miles per hour on level ground. If an internal combustion engine is used, the moped shall have a power drive system that functions directly or automatically without clutching or shifting by the operator after the drive system is engaged.

Motorcycle refers to a motorized cycle having no more than two permanent functional wheels in contact with the ground or with a detachable sidecar or trailer and having a saddle for the use of the rider.

Motor Home refers to a vehicular unit designed to provide temporary living quarters built into an integral part of or permanently attached to a self-propelled motor vehicle chassis or van that contains permanently installed independent life support systems other than low voltage meeting the American National Standards Institute (ANSI) A119.2 Standard for Recreational Vehicles and provides at least four of the following facilities: cooking with on-board power source separate from the vehicle engine; a portable water supply system including a faucet, sink, and water tank with an exterior service connection; separate 110-125-volt electric power supply.

Motor Vehicle refers to any motor-driven vehicle required to be registered and every vehicle that is self-propelled, except mopeds, and every vehicle that is propelled by electric power obtained from overhead trolley wires, but not operated upon rails. This definition does not include motorcycles, or new recreational vehicles as defined in Section 56-14-10.

New Motor Vehicle refers to a motor vehicle that has not been previously sold to any person except a distributor, wholesaler, or motor vehicle dealer for resale.

Non-Resident refers to any person who is not a resident of this state.

Odometer refers to an instrument for measuring and recording the actual distance a vehicle travels while in operation; not any instrument designed to be reset by the operator.

Odometer Disclosure Statement refers to a statement certified by the owner of the motor vehicle to the transferee or the DMV indicating the odometer reading of the vehicle.

Odometer Reading refers to the actual cumulative distance traveled that is shown on the odometer.

Owner refers to a person who holds the legal title of a vehicle.

Permanently Installed refers to built into or attached as an integral part of a chassis or van and designed not to be removed except for repair or replacement. A system that is readily removable or held in place by clamps or tie-downs is not permanently installed.

Person refers to a natural person, corporation, partnership, trust, or other entity, and in the case of an entity, it shall include any other entity in which it has a majority interest or effectively controls as well as the individual officers, directors, and other persons in active control or the activities of any such entity.

Recreational vehicle means a motorhome, travel trailer, fifth-wheel trailer, or folding camping trailer designed to provide temporary living quarters for recreational, camping, or travel use, as defined herein.

Sale refers to the issuance, transfer, agreement for transfer, exchange, pledge, hypothecation, or mortgage in any form whether by transfer in trust or otherwise of any motor vehicle or interest therein or of any franchise related thereto; any option, subscription, or other contract, or solicitation, looking to a sale, or offer or attempt to sell in any form whether spoken or written. A gift or delivery of any motor vehicle or franchise with respect thereto with, or as a bonus on account of the sale of anything shall be deemed a sale of such motor vehicle or franchise.

Semitrailer refers to every vehicle with or without motive power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle.

Three-Wheel Vehicle (Trike) refers to every motor vehicle having no more than three permanent functional wheels in contact with the ground and having a seat or saddle for the use of the operator, but excluding a tractor.

Total Purchase Price refers to the price of a motor vehicle, motorcycle, boat, motor, or airplane that was agreed upon by the buyer and the seller. This price allows for a trade-in value.

Trailer refers to every vehicle with or without motive power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

Travel Trailer means every vehicle (except motor homes) designed without motor power towed by a motor vehicle and not measuring more than 8 feet wide or 35 feet. long in travel mode, designed to provide temporary living quarters for recreational, camping, and travel use, and designed not to require permanent on-site utilities.

Truck refers to every motor vehicle designed, used, or maintained primarily for the transportation of property.

Truck Tractor refers to every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Used Motor Vehicle refers to a vehicle that was previously titled to another owner one or more times.

Vehicle refers to every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks.

Wholesaler or Motor Vehicle Wholesaler refers to any person who sells or attempts to sell used vehicles exclusively to motor vehicle dealers or other wholesalers.

Wholesale License refers to a license issued to individuals authorizing them to sell motor vehicles to dealers or other wholesalers.