

SECTION VI

FORMS

COMMONLY USED DMV FORMS

Each required form serves a specific purpose for DMV 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. (All dealer titling transaction packages must be signed in at a DMV branch office for completion. A branch office will not process more than three (3) title applications per visit per day.)

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

- DMV Form 400, "Application for Certificate of Title and Registration for Motor Vehicle or Manufactured Home/Mobile Home"
- MCO, "Manufacturer's Certificate of Origin) or MSO (Manufacturer's Statement of Origin"
- OOS Title, "Out-of-State Title"
- South Carolina Title
- Property Tax Offset Form (Affidavit & Notification of Sale of Motor Vehicle)
- DMV Form 4031, "Bill of Sale"
- DMV Form 452, "Lost/Stolen or Destroyed License Plate Report Replacement Application"
- DMV Form 4057, "Application for Name and/or Address Change, Date of Birth and/or Social Security Correction, or Special Mailing"

Form 400 – Application for Certificate of Title and Registration

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

Steps for completing Form 400. Make sure you use a paperclip to attach all documents to the back of the application. Do NOT staple. 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 (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 (example: Escort, Impala, etc.).
- Empty Weight – Enter the vehicle's weight when applicable.
- GVW – Enter the total weight of vehicle and payload or the combined weight of tractor-trailer and payload when applicable. (**NOTE:** This information is required for trucks.)

Section 2 – Odometer Mileage

Enter the odometer mileage of the vehicle being registered. If DMV Form 400 is used to apply for a duplicate title; the CSR will assist you with the mileage. Do not enter tenths of miles.

Section 3 – 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 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 vehicle is housed in Pickens County where 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.

Section 4 – 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 of address.)

Name of Lessee – Person leasing the vehicle

- Driver's License Number, Social Security Number or FEIN of 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 vehicle is housed in Pickens County where child attends school.)

Section 5 – Lien Information

The lien information on DMV Form 400 must agree with the titling documents.

Customer Number or FEIN of 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.

Section 6 – Satisfaction of Lien will be completed by the lien holder only if the lien has been satisfied and DMV Form 400 is for a duplicate title.

Satisfaction of First Lien

- Date of lien satisfaction – This information is required.
- Name of Lien Holder – This information is required.
- Certified By signature of authorized agent – This information is required.
- Title of authorized agent – This information is required.

Satisfaction of Second Lien

- Date of lien satisfaction – This information is required.
- Name of Lien Holder – This information is required.
- Certified By signature of authorized agent – This information is required.
- Title of authorized agent – This information is required.

Section 7 – Sales Tax Exemption

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

Section 8 – Additional Information

Date of Purchase

- Date first operated in South Carolina
- Energy Efficient Manufactured/Mobile Home

New or Used

- Prior Title Number – Enter the title number of the title being surrendered; if 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.

The Vehicle Described on this Application Is – For Salvage Use Only

The Vehicle Sustained the Following Damage – For Salvage Use Only

Agency Reference Number – If Applicable

Salvage Percentage – For Salvage Use Only

Calculate the Salvage Percentage – For Salvage Use Only

Section 9 – 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 10 – Insurance Certification

Enter the name of the liability insurance company if 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 license and license plate.)

Section 11 – Gift of Life Trust Fund

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

Section 12 – Signature of Owner

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

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

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 DMV 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 if different from the registered owner

Insurance Certification

Name of Insurance Company – You must list the name of insurance company if replacing plate/decal. Insurance information must be accurate. Do not guess.

Signature of Owner – Registered owner must sign the insurance section.

FOR DMV USE ONLY

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

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 will have to be done in person at a local SCDMV branch office. **(NOTE: The address on DMV Form 400 must match the address on file with the DMV. If the address does not match DMV files, DMV Form 4057 must be completed and signed by the customer or the titling application will be denied or returned by the DMV branch office for necessary corrections. The address on file with DMV 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.

Property Tax Odometer (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. **(NOTE: The pink copy of the PTO will be delivered to the local SCDMV branch office by the dealership. The branch office will distribute to the appropriate county.)**

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 DMV Form 4031 or a Property Tax Odometer (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 DMV if you erase or "white out" any portion of the form.

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 _____

VIN NUMBER _____

DEALER STOCK NUMBER (Optional) _____

WARRANTIES FOR THIS VEHICLE:

☐ **AS IS - NO WARRANTY**

YOU WILL PAY ALL COSTS FOR ANY REPAIRS. The dealer assumes no responsibility for any repairs regardless of any oral statements about the vehicle.

☐ **WARRANTY**

- ☐ FULL ☐ LIMITED WARRANTY. The dealer will pay _____% of the labor and _____% of the parts for the covered systems that fail during the warranty period. Ask the dealer for a copy of the warranty document for a full explanation of warranty coverage, exclusions, and the dealer's repair obligations. Under state law, "implied warranties" may give you even more rights.

SYSTEMS COVERED:

DURATION:

☐ SERVICE CONTRACT. A service contract is available at an extra charge on this vehicle. Ask for details as to coverage, deductible, price, and exclusions. If you buy a service contract within 90 days of the time of sale, state law "implied warranties" may give you additional rights.

PRE PURCHASE INSPECTION: ASK THE DEALER IF YOU MAY HAVE THIS VEHICLE INSPECTED BY YOUR MECHANIC EITHER ON OR OFF THE LOT.

SEE THE BACK OF THIS FORM for important additional information, including a list of some major defects that may occur in used motor vehicles.

Re-order from: Elaine Nixon - P.O. Box 547, Laurens, SC 29360 - (864) 984-5523

CERTIFICATE OF ORIGIN FOR A VEHICLE



DATE
JANUARY 25, 2007

INVOICE NO.

2

VEHICLE IDENTIFICATION NO.

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, hereby 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

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

BY

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

CITY - STATE



| STATE OF SOUTH CAROLINA | | | | |
|---|----------|--------------|-------------------------|-------------|
| CERTIFICATE OF TITLE | | | | |
| OF A VEHICLE | | | | |
| VEHICLE ID NUMBER | YEAR | MAKE | BODY STYLE | MODEL |
| WEIGHT | NEW/USED | TITLE NUMBER | ODOMETER | DATE ISSUED |
| | USED | 00000000 | * | 09-04-1996 |
| FULL NAME OF OWNER(S) | | | VEHICLE BRAND(S) | |
| | | | *ACTUAL MILEAGE | |
| FIRST LIENHOLDER | | | 1ST LIEN RELEASED _____ | |
| | | | DATE | |
| | | | BY _____ | |
| | | | AUTHORIZED AGENT | |
| DATE OF LIEN | | | | |
| SECOND LIENHOLDER | | | 2ND LIEN RELEASED _____ | |
| | | | DATE | |
| | | | BY _____ | |
| | | | AUTHORIZED AGENT | |
| DATE OF LIEN | | | | |
| THE SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY | | | | |
| 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. | | | | |
| WILLIAM E. GUNN | | | DAVID M. BEASLEY | |
| INTERIM DIRECTOR | | | GOVERNOR | |
| DEPT. OF PUBLIC SAFETY | | | | |

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

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South Carolina Department of Motor Vehicles

APPLICATION FOR A DEALER OR WHOLESALER LICENSE

DLA-1
(Rev. 7/06)

NOTE: Form must be completed in its entirety. If space provided is insufficient, please reply on a separate sheet of paper and attach as part of the application. Submit original bond and power of attorney with application.

Check One: ☐ Renewal

☐ First Time Application

☐ Change of Name, Address or Category

(NOTE: All Changes must include a rider from your surety company indicating change being made.)

☐ Wholesale Only ☐ Travel Trailer Only ☐ Motorcycle Only ☐ Dealer (Retail/Wholesale) ☐ Wholesale Auction

I (we) hereby apply for license to engage in the PRINCIPAL BUSINESS of selling or dealing in motor vehicles within the State of South Carolina.

| | | | | | |
|--|-------|----------|--------|---|--|
| Name of Dealership | | | | DEPARTMENT USE ONLY License Year _____ Date of Issue _____ Specialist's Code _____ Fee Schedule _____ Dealer/Wholesaler License Fee \$50.00 _____ Demonstration Plate @ \$20.00 per plate _____ Total Dealer License Number _____ Demonstration Plates Assigned: No. _____ No. _____ No. _____ No. _____ No. _____ No. _____ Check One Statement: _____ Information below same as on computer file. _____ Changes made to information below. | |
| Street Address for Dealership | | | | | |
| City | State | Zip Code | County | | |
| Telephone Number (_____) _____ -- _____ | | | | | |
| Special Mailing Address and E-Mail Address | | | | | |
| Check Only One: <input type="checkbox"/> Franchised <input type="checkbox"/> Non-Franchised If franchised, list Make(s) of Vehicles 1. _____ 2. _____ 3. _____ | | | | | |

☐ Yes ☐ No 1. Do you have a surety bond in effect? Name and address of surety company _____

Surety Bond Number _____ Effective Date _____ to _____
Name of principal _____
Name of liability insurance company _____
Policy Number _____ Effective Dates _____ to _____
Name of Policyholder _____
Name of agent/agency _____ Phone Number _____

☐ Yes ☐ No 2. Was the Business a licensed dealer/wholesaler during previous year?

If yes, list license number _____
Indicate number of demonstration plates assigned _____
Average number of employees during previous year _____
Number of motor vehicles PURCHASED during the previous year _____
Number of motor vehicles SOLD during the previous year _____
Number of travel trailers PURCHASED during the previous year _____
Number of travel trailers SOLD during the previous year _____
Number of motorcycles PURCHASED during the previous year _____
Number of motorcycles SOLD during the previous year _____

For First Time Dealers or Dealers licensed less than one calendar year:

I hereby estimate that I will sell approximately _____ motor vehicles during the upcoming year. I understand that the number of license plates may be increased or decreased according to actual sales.

3. Are there any records for each vehicle transaction indicated in question two (2) which reflect the following:
- ☐ Yes ☐ No A. Dates of purchase and sale
- ☐ Yes ☐ No B. Vehicle Identification Number
- ☐ Yes ☐ No C. Name and address of seller, purchaser, and copy of odometer statement from seller to dealer/wholesaler and from dealer/wholesaler to purchaser. If no, explain on a separate sheet of paper
- ☐ Yes ☐ No 4. Sales Tax number assigned by S.C. Department of Revenue _____
Have monthly sales tax reports been filed with the S.C. Department of Revenue?
- ☐ Yes ☐ No 5. Do you sell motor vehicles on credit?
- ☐ Yes ☐ No If Yes, have you filed any credit notifications or maximum rate documents with the Department of Consumer Affairs?
- ☐ Yes ☐ No 6. Do you have a Dealer's Manual? (DMV Specialist's Code _____)
- ☐ Yes ☐ No 7. Is your business financially backed by another person or business? If yes, give details _____

- ☐ Yes ☐ No 8. Does your business financially back any other dealer or wholesaler? If yes, list name and address of business _____

- ☐ Yes ☐ No 9. Has the applicant, owner, sales personnel or agent been licensed as a motor vehicle dealer? If yes, answer the following on a separate sheet of paper: name of business, address, and the dates the business was in operation. Also indicate whether any claims or charges of fraudulent or deceptive trade practices or odometer rollbacks were brought against these individuals or entities.
- ☐ Yes ☐ No 10. Has the owner, applicant, sales personnel or agent ever been convicted of any offense involving any motor title or registration, auto theft, or odometer rollbacks? If yes, give details, name and address of court, date of convictions, offense convicted of and punishment imposed on a separate sheet of paper.
- ☐ Yes ☐ No 11. Has the owner, applicant, sales personnel or agent allowed the use of demonstration plates to operate wrecker in use by the business or to operate vehicle owned by the business that are leased or rented by the public? If yes, give details on a separate sheet of paper.
- ☐ Yes ☐ No 12. Has the license or demonstration plates of your business or any employee of your business ever been suspended or revoked or subject to suspension revocation? If yes, give details on a separate sheet of paper.
13. List complete name (do not use initials), address and driver's license number of the actual owner of the business. (Any person who has at least 10% ownership in the business): _____

14. List name, address and driver's license number of principal sales manager of your business: _____

15. List name, address and driver's license number of employees/agents of your business: _____

Under penalties of perjury, I declare that I am the owner, partner or corporate officer of the business named on this application and that all of the information is true and correct. I further understand that false responses to these questions may result in denial, suspension or revocation of the motor vehicle license being sought and may subject me to prosecution for perjury and other criminal offenses. I have freely and knowingly executed the formalities of an oath in this affirmation and I hereby certify that I am authorized to apply for the license and to supply the information on behalf of the applicant.

Print full name of person signing below

Signature

Mail to:

**South Carolina Department of Motor Vehicles
Dealer Licensing & Audit Unit
P.O. Box 1498
Blythewood, South Carolina 29016-0023**

VISIT OUR WEBSITE AT www.scdmvonline.com



South Carolina Department of Motor Vehicles

Requirements for Obtaining a Motor Vehicle Dealer or Wholesaler License

DLA-1a (IS)
(Rev. 8/06)

Any Motor vehicle dealer or wholesaler applying for the first time will be required to be inspected prior to being issued a license. For the purpose of determining which dealers need to be inspected, the following guidelines will be used:

- a) Any dealer or wholesaler who is applying for the first time.
- b) Any dealer or wholesaler who is reapplying after having been closed for a year or having a license that has been expired more than ninety (90) days.
- c) Any wholesaler changing from a wholesale to a retail dealer or visa versa.
- d) Any dealer or wholesaler moving to a new location.
- e) Any dealer or wholesaler changing ownership of a location.
- f) Any dealer or wholesaler changing the name of the business.

In order to qualify as a Motor Vehicle Dealer, you must meet the following criteria:

1. "Motor Vehicle Dealers" must maintain a bona fide place of business consisting of a permanent structure containing at least 96 square feet of floor space, occupied by the applicant and easily accessible to the public. A bona fide place of business does not mean a residence, tent, temporary stand or other temporary quarters. The selling or exchanging of motor vehicles must be the principal business conducted from the location.
2. Place of business must display a permanent sign with letters at least six (6) inches in height, clearly readable from the nearest avenue of traffic. The sign must clearly identify the licensed business. The dealer's place of business must have a reasonable area or lot to properly display motor vehicles.
3. Must obtain liability insurance covering vehicles offered for sale. Demonstration plates will not be issued unless proof of liability insurance coverage is furnished.
4. Effective December 1, 2006 all dealers or wholesalers applying for an original dealer or wholesaler license must furnish a surety bond in the amount of \$30,000.00, along with its Power of Attorney. An existing dealer or wholesaler must also obtain a new \$30,000 surety bond or obtain a rider which increases your current bond to \$30,000, along with its Power of Attorney. **Note, the current \$15,000 surety bond requirement did not increase for the following dealer or wholesaler license groups, Travel Trailer, Motorcycle and Wholesale Auto Auctions.**
5. Must keep complete records of each transaction for a period of not less than five years from the date of the transaction. Records must be available for Department inspection upon demand during normal business hours.
6. Sales tax must be collected on any sale by a retail dealer. A sales tax number must be obtained from the South Carolina Department of Revenue, Tax Division. Applications for Title, Forms 400, must be completed reflecting the Dealer License Number, Sales Tax Number, and Dealers Signature.

In addition to the above requirements, an applicant for a non-franchise dealer license must attend an eight-hour pre-licensing course prior to being issued a dealer license. A copy of the certificate of completion of the course must accompany this application. You may contact the Dealer Licensing and Audit Unit at (803) 896-2611 for provider information or you may visit our website at www.scdmvonline.com. This requirement does not apply to non-franchised dealers owned and operated by a franchised automobile dealer, a non-franchised automobile dealer whose primary business is salvage or non-franchised dealers whose primary business objective and substantial business activity is the rental of motor vehicles.

A Motor Vehicle "Wholesaler" must meet all the requirements above except for items 1 and 2. A "Wholesaler" is not required to maintain a permanent place of business or display a sign. Wholesalers are not permitted to sell vehicles to individuals. They are licensed to sell to other licensed dealers only.

A Dealer or Wholesaler License applies to only one place of business of the applicant and is not transferable to another person or place of business.

For first time applications as defined by the guidelines indicated above, submit a completed and signed Form DLA- 1, *Application for a Motor Vehicle License* and DLA-1 B, *Surety Bond* along with its Power of Attorney, to the following address: Department of Motor Vehicles, Dealer Licensing and Audit Unit, PO Box 1498, Blythewood, South Carolina 29016-0023 No fees will be submitted at this time. Telephone Number: (803) 896-2611

Upon approval or disapproval of the application, you will be notified accordingly of the additional steps necessary.

For renewal of a Motor Vehicle License, submit the following to your local Department of Motor Vehicles Branch Office:

- Form DLA-1, Application for Motor Vehicle License, must be completed in its entirety and signed.
- Form DLA-1C, Certification of Vehicles Sold during the previous dealer license year.
- Fees are as follows:
 - Dealer or Wholesaler License \$50.00
 - Demonstration Plates \$20.00 each

VISIT US AT OUR WEBSITE www.scdmvonline.com



South Carolina Department of Motor Vehicles
Motor Vehicle Dealer and Wholesaler Surety Bond

DLA-1b
(Rev. 9/06)

Dealer Number: _____

Please read instructions on second page before executing bond.

Bond Number: _____ Effective Date: _____ Time: _____ ☐ AM
☐ PM

KNOW ALL MEN BY THESE PRESENTS: that we _____
(Firm Name as Licensed)

Doing business at _____

As Principal and _____ as Surety

are duly authorized to do business within the State of South Carolina, are held and firmly bound unto the people of the State of South Carolina to indemnify any owner of a motor vehicle, or his legal representative, who may be aggrieved by any fraud, fraudulent representation or violation by said Principal, salesmen, or representatives acting for such Principal within the scope of employment of such salesmen or representatives, of any of the provisions of Title 56 of the South Carolina Code of Laws relating to Motor Vehicle Dealers and the sale and transfer of motor vehicles, in the amount of:

(CHECK ONE)

- ☐ Thirty Thousand Dollars (\$30,000) – All dealers and/or wholesalers not specifically listed in the next category,
☐ Fifteen Thousand Dollars (\$15,000) – Wholesale Auto Auction, Travel Trailer and/or Motorcycle Dealers or Wholesalers,

lawful money of the United States of America, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors, and assigns, firmly by these presents.

WHEREAS, the above bounden Principal desires that a motor vehicle dealer's or wholesaler's license be issued and thereafter reissued from time to time by South Carolina Department of Motor Vehicles;

WHEREAS, this bond executed by the said Principal and Surety is filed with the South Carolina Department of Motor Vehicles, to enable said Principal to obtain a license from the Department under the provisions of that law.

NOW THEREFORE, the conditions of this obligation are such that if the Principal shall well and truly observe and strictly and faithfully comply with the aforesaid requirements of law and shall save and keep harmless any owner of a motor vehicle or his legal representation made to him by such Principal, such Principal's salesmen or representatives acting for the Principal or within the scope of the employment of such salesmen or representatives, or from any loss or damage suffered by reason of the violation such Principal or any such salesmen or representatives of any of the provisions of Title 56 of the South Carolina Code of Laws relating to Motor Vehicle Dealers and the sale and transfer of motor vehicles, then this obligation shall be null and void; otherwise it shall remain in full force and effect. It is understood that the injured party need not obtain a judgment against the Principal before making claim against the Surety on this bond.

This bond shall not automatically expire with the license for which it is initially issued, but shall continue indefinitely, from license year to license year, upon timely payment of the premium thereon. Before this bond may be cancelled, a thirty (30) day written notice must be given to the Department of Motor Vehicles. Such cancellation does not affect any liability incurred or accrued prior to cancellation.

(Principal)

(Surety)

By: _____
(Title)

By: _____
(Title)



South Carolina Department of Motor Vehicles

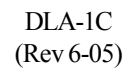
Motor Vehicle Dealer's and Wholesaler's Surety Bond Instructions

DLA-1b (IS)
(Rev. 9/06)

1. Every applicant for a motor vehicle dealer's and wholesaler's license must furnish the original Surety Bond for the amount required and Power of Attorney on a form to be prescribed by the Executive Director of the Department of Motor Vehicles. The purpose of the bond is to provide indemnity for loss or damage caused 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.

| Surety Bond Amount | Which Dealers and Wholesalers must furnish a Surety Bond for this Amount |
|-------------------------------------|---|
| Thirty Thousand Dollars (\$30,000) | All dealers and/or wholesalers not specifically listed in the next category. |
| Fifteen Thousand Dollars (\$15,000) | Wholesale Auto Auction, Travel Trailer and/or Motorcycle Dealers or Wholesalers. |

2. The Executive Director of the Department of Motor Vehicles has prescribed a standard form of bond for motor vehicle dealers - Motor Vehicle Dealer and Wholesaler Surety Bond (Form DLA-1B), which is set forth on the reverse side hereof.
3. This bond must be executed by the applicant, as principal, and by a corporate surety company authorized to do business in this State, as surety, and given to the Department before the application can be acted upon.
4. This bond must be signed by either the owner, partner or corporate officer of the dealership (Principal) and an agent from your surety company.
5. The bond must be effective prior to or at the time of the granting of a license.
6. If the bonding company has changed, please submit a new original bond and Power of Attorney at the time of renewal.
7. If, during the license year, there is any change in a principal's name, address or ownership then an endorsement from the surety agent or a new bond will be required along with a new application for Dealer/Wholesaler License.

6-15



South Carolina Department of Motor Vehicles

DLA-3
(Rev. 2/04)

APPLICATION FOR LICENSE AS MOTOR VEHICLE TRANSPORTER

DMV USE ONLY

Transporter Plates Assigned

Date of Issue _____

No. _____

No. _____

No. _____

Office Number and
Specialist's Code _____

No. _____

No. _____

No. _____

I am applying for this license to engage in the business of limited operation of motor vehicles to facilitate the manufacture or constructions of cabs or bodies or the foreclosure or repossession of such motor vehicles, pursuant to the provisions of Section 56-3-2350, 1976 Code of Laws, as and if amended.

| Name of Business | FEE SCHEDULE |
|--|---|
| Street Address (business location) | 19 _____ Transporter License Fee \$50.00 |
| Mailing Address (if different from location) | _____ Transporter Plate(s) @ \$10.00 per plate |
| Telephone Number of Business | Total _____ |
| Indicate principal nature of business, i.e. whether construction of cabs or bodies or foreclosure or repossession of vehicles: | |
| | |
| | |

Name of Liability Insurance Company _____

Policy Number _____ Effective Dates: _____ to _____

Name of Policyholder _____

Name of Agency/Agent _____

Is the location address above a ☐ commercial establishment or a ☐ residence? (check one)

Was the business a licensed transporter during 19 _____ ? ☐ Yes ☐ No If yes, give permit no. _____

If the answer to the above question is yes, indicate number of transporter license plates issued to business for 19 _____ : _____

Number of employees on payroll: _____

How many transporter license plates are you applying for with this application? _____

Is this business financially backed by another individual, dealer or company? _____

If the answer is yes, please give details: _____

(continued on reverse side)

Does transporter financially back any licensed motor vehicle dealer or transporter? If yes, give name of the dealer, the ownership and the address: _____

List the names and address of the actual owners of the applicant's business. (Any person who has at least 10% ownership in the business):

Has this business or any of its owners, sales personnel, or agents had any claims or official charges made against it for unfair deceptive trade practices? If yes, give details: _____

Has the applicant, owners, or agents been licensed in any other state as a motor vehicle transporter? _____ If so, give the name of the business, address, the dates the business was in operations, and indicate whether any claims or charges of unfair or deceptive trade practices were brought against these individuals or entities. _____

Has the owner, applicant, or agent ever been convicted of any offense involving any motor vehicle registration or auto theft? _____
If yes, give details: _____

Has the transporter license or transporter plates of this business (or any official or employee of this business) ever been suspended or revoked or subject to suspension or revocation? _____ If the answer is yes, please give details. _____

State of _____ County of _____

I certify that I am the owner, partner or corporate officer of the business named on this application and that all of the above information is true and correct. I further understand that false responses to these questions may result in denial, suspension, or revocation of the motor vehicle transporter license being sought and may subject me to prosecution for perjury and other criminal offenses. I further certify that I am authorized to apply for the license and to supply the information on behalf of the applicant.

Signature of Applicant

CERTIFICATION OF INSPECTION

This is to certify that I, the undersigned, a duly appointed agent of the South Carolina Department of Motor Vehicles, have reviewed this application and have made a personal investigation of the facilities and location as described hereon and in my opinion the said individual(s) or corporation maintain an established place of business of construction cabs or bodies or foreclosing or respossessing vehicles as set forth in Section 56-3-2350 of the 1976 Code of Laws.

Agent's Signature

NOTE: This application, upon completion, must be reviewed and signed by an authorized agent of the South Carolina Department of Motor Vehicles prior to applying for a Transporter License. If space provided for answers is insufficient, please reply on a separate sheet of paper and attach as part of the application.



South Carolina Department of Motor Vehicles

DEALER COMPLAINT FORM

DLA-5
(Rev. 1/05)

OFFICE USE ONLY

CASE # _____

COMPLAINT # _____

MAIL OR FAX TO:

Dealer Licensing & Audit Unit
P.O. Box 1498
Blythewood, SC 29016-0023
Fax: (803)896-2619

TODAY'S DATE _____

YOUR NAME _____

ADDRESS _____

HOME TELEPHONE # _____ DAYTIME TELEPHONE # _____

DEALERSHIP INVOLVED _____ SALES PERSON _____

ADDRESS _____

The South Carolina Freedom of Information Act may require the Department of Motor Vehicles to release a copy of your complaint as a public record.

*** PLEASE ATTACH A COPY OF THE BILL OF SALE**

PLEASE PROVIDE AN EXPLANATION OF YOUR COMPLAINT: _____

WHAT DO YOU WANT THE DEALER TO DO? _____

IS AN ATTORNEY HANDLING THIS COMPLAINT? _____ NAME _____

HAVE YOU CONSULTED ANY OTHER AGENCY? _____ NAME _____

SIGNATURE OF COMPLAINANT



South Carolina Department of Motor Vehicles

MV-38
(Rev. 6/04)

☐ **MOTOR VEHICLE DEMONSTRATION CERTIFICATE** (*EXPIRES IN 7 DAYS*)

☐ **TRUCK DEMONSTRATION CERTIFICATE** (*EXPIRES IN 3 DAYS*)
(16,000 GVW OR GREATER)

Dealership Name

Dealer License Number

Dealer Plate Number

Complete Name of Prospective Purchaser

Beginning Date

Ending Date

Signature of Authorized Dealer

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

1779175

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 _____ Identification (Serial) 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



SCDMV

Application for Certificate of Title and Registration for Motor Vehicle or Manufactured Home/Mobile Home Form 400 (Rev.10/05)

For more information, visit our website at www.scdmvonline.com or call our Customer Call Center at (803)896-5000.

Check the box next to the type of transaction you need. Please enclose the required documents and fees with your completed and signed application. For expedited services (within 3 business days) include an additional \$20.00 fee. Please print or type in black ink only. **DO NOT SEND CASH.**

| | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> NEW TITLE & REGISTRATION 1) Manufacturer Statement of Origin (MSO) or Title. 2) Paid Property Tax Receipt 3) \$15.00 title fee and regular registration fee. 4) Sales Tax (5% of selling price or \$300.00 max.) 5) Insurance Information | <input type="checkbox"/> TITLE AND PLATE TRANSFER 1) Manufacturer Statement of Origin (MSO) or Title. 2) List Previous Tag # _____ 3) Previous registration in owner's name. 4) \$15.00 title + \$10.00 transfer fee 5) Sales Tax (5% of selling price or \$300.00 max.) 6) Insurance Information | <input type="checkbox"/> MOBILE OR MANUFACTURED HOME 1) Manufacturer Statement of Origin (MSO) or Title. 2) Consumer Insulation Report required for \$300.00 sales tax cap, if mobile home is energy efficient. 3) \$15.00 title fee | <input type="checkbox"/> TITLE ONLY 1) Manufacturer Statement of Origin (MSO) or Title. 2) \$15.00 title fee 3) Sales Tax (5% of selling price or \$300.00 max.) <input type="checkbox"/> DUPLICATE TITLE 1) ___ Lost ___ Stolen or ___ Destroyed Title 2) \$15.00 title fee. | <input type="checkbox"/> LEASED VEHICLE 1) Do not complete Section 3. Complete Section 4 and all other applicable sections. MAIL YOUR APPLICATION TO: SCDMV P.O. Box 1498 Blythewood, SC 29016 - 0024 |
|---|--|---|---|---|

SECTION 1 - VEHICLE INFORMATION

| | | | | | | |
|-------------------------------|------|-----------|------------|-------|--------------|-----|
| VEHICLE IDENTIFICATION NUMBER | MAKE | YEAR MAKE | BODY STYLE | MODEL | EMPTY WEIGHT | GVW |
|-------------------------------|------|-----------|------------|-------|--------------|-----|

SECTION 2 - ODOMETER MILEAGE

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.

I STATE THAT THE ODOMETER NOW READS _____ (NO TENTHS) AND TO THE BEST OF MY KNOWLEDGE THAT IT REFLECTS THE **ACTUAL MILEAGE** OF THE VEHICLE DESCRIBED ABOVE **UNLESS** ONE OF THE FOLLOWING STATEMENTS IS CHECKED:



DO NOT CHECK ONE OF THE FOLLOWING UNLESS IT APPLIES.

- ☐ EXEMPT
☐ I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.
☐ I CERTIFY THAT THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. **WARNING ODOMETER DISCREPANCY.**

SECTION 3 - OWNER INFORMATION

Your complete legal name must be used on all title and registration documents.

| | | | | | |
|---|--|---|-------|---------------|--------|
| OWNER COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE) | | CUSTOMER NO., DRIVER LICENSE NO., SOC. SEC. OR FEIN NO. | | DATE OF BIRTH | |
| CO-OWNER COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE) | SHARED OWNERSHIP <input type="checkbox"/> AND <input type="checkbox"/> OR | CUSTOMER NO., DRIVER LICENSE NO., SOC. SEC. OR FEIN NO. | | DATE OF BIRTH | |
| RESIDENCE STREET ADDRESS (APT. NO. IF APPLICABLE) | | CITY | STATE | ZIP CODE | COUNTY |
| MAILING ADDRESS (IF DIFFERENT FROM ABOVE) | | CITY | STATE | ZIP CODE | COUNTY |
| ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE) | | CITY | STATE | ZIP CODE | COUNTY |
| DAYTIME TELEPHONE NUMBER | TEMPORARY ADDRESS (IF APPLICABLE) | EXPIRATION OF TEMPORARY ADDRESS | | | |

SECTION 4 - LEASING INFORMATION

Complete only for a leased vehicle.

| | | | | | |
|---|-----------|---|--------------|---------------|--------|
| LEASING COMPANY NAME | PHONE NO. | CONTACT PERSON | CUSTOMER NO. | | |
| ADDRESS | | CITY | STATE | ZIP CODE | |
| NAME OF LEASEE (PERSON LEASING VEHICLE) | | DRIVER LICENSE NO., SOC. SEC. NO. OR FEIN NO. | | DATE OF BIRTH | |
| RESIDENCE STREET ADDRESS (APT. NO. IF APPLICABLE) | | CITY | STATE | ZIP CODE | COUNTY |
| MAILING ADDRESS (IF DIFFERENT FROM ABOVE) | | CITY | STATE | ZIP CODE | COUNTY |
| ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE) | | CITY | STATE | ZIP CODE | COUNTY |

SECTION 5 - LIEN INFORMATION

| | | | | | |
|--------------------------|-------------------------------|--------------|----------------|------------------|--|
| CUSTOMER NO. OR FEIN NO. | LIENHOLDER NAME (FIRST LIEN) | DATE OF LIEN | CONTACT PERSON | TELEPHONE NUMBER | |
| MAILING ADDRESS | | CITY | STATE | ZIP CODE | |
| CUSTOMER NO. OR FEIN NO. | LIENHOLDER NAME (SECOND LIEN) | DATE OF LIEN | CONTACT PERSON | TELEPHONE NUMBER | |
| MAILING ADDRESS | | CITY | STATE | ZIP CODE | |

SECTION 6 - SATISFACTION OF LIEN

| | |
|--|---|
| SATISFACTION OF FIRST LIEN THIS IS TO CERTIFY THAT THE LIEN AGAINST THE VEHICLE HAS BEEN FULLY SATISFIED ON: DATE _____ NAME OF LIEN HOLDER _____ CERTIFIED BY _____ TITLE _____ | SATISFACTION OF SECOND LIEN THIS IS TO CERTIFY THAT THE LIEN AGAINST THE VEHICLE HAS BEEN FULLY SATISFIED ON: DATE _____ NAME OF LIEN HOLDER _____ CERTIFIED BY _____ TITLE _____ |
|--|---|

SECTION 7 - SALES TAX EXEMPTION *Complete this section if you are entitled to a sales tax exemption.*

VEHICLE PURCHASED FROM INDIVIDUALS AND TITLED IN SOUTH CAROLINA ARE SUBJECT TO SALES TAX UNLESS EXEMPT. THE TAX IS 5% OF THE SALES PRICE UP TO A MAXIMUM OF \$300.00. (MOBILE HOMES ARE CALCULATED DIFFERENTLY.)

☐ THE VEHICLE WAS TRANSFERRED FROM: ☐ MY PARENT ☐ MY SPOUSE ☐ MY CHILD ☐ MY BROTHER/SISTER ☐ MY GRANDPARENT ☐ MY GRANDCHILD

☐ THE VEHICLE WAS TRANSFERRED TO ME AS: ☐ LEGAL HEIR ☐ BENEFICIARY ☐ DISTRIBUTE

☐ I AM NON-RESIDENT MILITARY PERSONNEL ☐ THE VEHICLE WAS A BONAFIDE GIFT

SECTION 8 - ADDITIONAL INFORMATION

| | | | | |
|---|--------------------|-----------------------------|--|--|
| DATE OF PURCHASE | | DATE FIRST OPERATED IN S.C. | ENERGY EFFICIENT MANUFACTURED/MOBILE HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| NEW OR USED? | PRIOR TITLE NUMBER | | PRIOR TITLE STATE | |
| THE VEHICLE DESCRIBED ON THIS APPLICATION IS: <input type="checkbox"/> REBUILDABLE <input type="checkbox"/> NON-REBUILDABLE | | | | |
| THE VEHICLE SUSTAINED THE FOLLOWING DAMAGE: <input type="checkbox"/> COLLISION <input type="checkbox"/> FIRE <input type="checkbox"/> WATER <input type="checkbox"/> STOLEN (RECOVERED) <input type="checkbox"/> STOLEN (UNRECOVERED) | | | | |
| AGENCY REFERENCE NUMBER | SALVAGE% _____ | | Calculate the Salvage Percentage: Predamaged Value _____ Estimate for Repairs _____ Percentage _____ | |

SECTION 9 - SELLER INFORMATION

| | | | | |
|-----------------------|----------------------------|---------------------|-------------|----------|
| SELLER OR DEALER NAME | SC DEALER/WHOLESALE NUMBER | SC SALES TAX NUMBER | SALES PRICE | |
| ADDRESS | | CITY | STATE | ZIP CODE |

SECTION 10 - INSURANCE CERTIFICATION

A VEHICLE MUST BE INSURED WITH LIABILITY INSURANCE COVERAGE WHEN IT IS REGISTERED AND IT MUST REMAIN INSURED WHILE REGISTERED, WHETHER OR NOT IT IS OPERATED, OR THE UNINSURED MOTORIST FEE MUST BE PAID. PENALTIES ARE SEVERE FOR VIOLATION OF THIS REQUIREMENT.

UNDER PENALTIES OF PERJURY, I (WE) DECLARE THAT THIS VEHICLE IS **INSURED BY A LIABILITY INSURANCE** POLICY ISSUED THROUGH AN INSURANCE COMPANY LICENSED TO DO BUSINESS IN SOUTH CAROLINA AND IT WILL REMAIN INSURED THROUGHOUT THE REGISTRATION PERIOD.

NAME OF INSURANCE COMPANY _____

SECTION 11 - GIFT OF LIFE TRUST FUND

DO YOU WISH TO DONATE AN ADDITIONAL \$1.00 OR MORE TO THE GIFT OF LIFE TRUST FUND? ☐ YES ☐ NO AMOUNT \$ _____

SECTION 12 - SIGNATURE OF OWNER

UNDER PENALTIES OF PERJURY, I DECLARE THAT I AM THE OWNER OF THIS VEHICLE AND REQUEST THAT A SOUTH CAROLINA CERTIFICATE OF TITLE AND/OR REGISTRATION BE ISSUED. I FURTHER CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. THE VEHICLE IS SUBJECT TO THE LIENS NAMED AND NO OTHERS.

SIGNATURE OF OWNER (S) - MUST BE SIGNED IN INK BY OWNER OR AUTHORIZED AGENT (ATTACH POWER OF ATTORNEY IF APPLICABLE) _____ DATE _____

DISCLOSURE STATEMENT

56-3-240 (SOUTH CAROLINA CODE OF LAWS) - THE DEPARTMENT SHALL OBTAIN THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER WHEN A VEHICLE IS REGISTERED WITH A GROSS VEHICLE WEIGHT OF MORE THAN 26,000 POUNDS OR A BUS COMMON CARRIER. THE DRIVER PRIVACY PROTECTION ACT OF 1994 (DPPA), 18 USC SECTION 2721-2725 RESTRICT THE DISCLOSURE OF PERSONAL INFORMATION CONTAINED IN OUR RECORDS.

PENALTY FEES

FAILURE TO REGISTER WITHIN 45 DAYS OF THE DATE OF PURCHASE WILL RESULT IN PENALTY FEES IN ADDITION TO REGULAR TITLE AND/OR REGISTRATION FEES. THE LATE PENALTY FEE SCHEDULE IS AS FOLLOWS:

| | | | |
|-----------------------------|-----------------------------|------------------------------|------------------------------|
| 46 - 60 DAYS LATE - \$10.00 | 61 - 75 DAYS LATE - \$25.00 | 76 - 135 DAYS LATE - \$50.00 | OVER 135 DAYS LATE - \$75.00 |
|-----------------------------|-----------------------------|------------------------------|------------------------------|

| THIS SECTION FOR DMV USE ONLY | | |
|-------------------------------|------------------|-------------------|
| STAMP VEHICLE BRANDS | | |
| RATED BY | TRANSACTION FEES | |
| OFFICE/OFFICE NUMBER | EXPEDITED FEE | WEIGHT INCREASE |
| PLATE NUMBER | LICENSE FEE | TRANSFER |
| EXPIRATION DATE | UNINSURED FEE | TITLE |
| PLATE CLASS | USE OR SALES TAX | GIFT OF LIFE FUND |
| SUSPENSE REASON | PENALTY | TOTAL |



South Carolina Department of Motor Vehicles
Application for a Temporary Motor Home or
Travel Trailer Dealer License

417-C
(Rev. 10/05)

The fee for a Temporary Vehicle Dealer License is \$20.00.

| | | |
|-----------------------------------|---------------------------------|---------------|
| Name of Dealership | | |
| Address | | |
| City | State | Zip Code - |
| Dealer License Number | Name of Owner | |
| Type of Event | Date of Event (MM-dd-yy) - - | |
| Location of Event | | |
| Dates License Required (MM-dd-yy) | FROM: - - | TO: - - |

I, _____ hereby certify that I am a Motor Vehicle Dealer licensed to do business in South Carolina. I understand that this license is valid only for the sale of travel trailers and motor homes as specified in Sections 56-15-10, 56-15-310, and 31-17-520 of the South Carolina Code of Laws, as amended.

Signature of Applicant

Date

Print Full Name of Applicant

INSTRUCTIONS

1. This application must be mailed to the South Carolina Department of Motor Vehicles, Dealer Licensing Unit, PO Box 1498, Blythewood, SC 29206-0023 or submitted to a branch office of the Department of Motor Vehicles.
2. A temporary dealers license may be issued to a licensed motor vehicle dealer who sells or offers for sale motor homes and travel trailers as provided in Sections 56-15-10, 56-15-310, and 31-17-520 of the South Carolina Code of Laws, as amended.
3. The dealer license issued pursuant to this application applies to only one dealer operating in a temporary location and is not transferable to any other dealer or locations. The temporary license may only be issued for "fairs, recreational or sports shows, vacation shows, and other similar events or shows.
4. A temporary dealer license is valid for a period not to exceed ten (10) consecutive days and must be prominently displayed at the temporary place of business.
5. No dealer may purchase more than six (6) temporary licenses in any one calendar year.
6. The fee for each temporary license issued is twenty dollars (\$20.00).
7. Any person failing to secure a temporary license is guilty of a misdemeanor and, upon conviction, must be punished in the same manner as he would be punished for failure to secure his dealer's license.
8. This temporary license may not be construed as allowing the sale of any type of motor vehicle other than motor homes and travel trailers at authorized temporary locations.

Please visit us on the web at scdmvonline.com



South Carolina Department of Motor Vehicles

30-DAY TEMPORARY PLATE REGISTRATION

433
Rev. 02/07

Pursuant to Section 56-3-2600 and 56-3-2900 of the 1976 Code of Laws of South Carolina as amended.

| | | |
|--------------------------------|-------------------------|--------------------|
| Plate No. Issued TP- | FEE PAID \$20.00 | Date Plate Expires |
|--------------------------------|-------------------------|--------------------|

Purchaser's Name _____ Date of Issue _____

| | | | |
|--------|------|-------------------------------|----------|
| Street | City | State | Zip Code |
| Year | Make | Vehicle Identification Number | |

Dealer from whom vehicle and plate were purchased.

| | | | |
|----------------------|------|---------------------|----------|
| Street | City | State | Zip Code |
| Print Name of Dealer | | Signature of Dealer | |

See conditions below.

The South Carolina Department of Motor Vehicles, upon request shall provide temporary license plates and registrations designed by the department to nonresidents of South Carolina, licensed motor vehicle dealers and to manufacturers in South Carolina who produce trailers or semi-trailers that apply for such plates and cards.

Temporary license plate shall be on the vehicle for which issued and shall not be transferred, loaned, or assigned to any other person or vehicle.

Temporary license plate and registration shall be valid for thirty days from the date of issuance.

Permit good only for empty weight if issued on truck or property carrying vehicle.

Liability insurance coverage must be in force for at least the minimum amounts required by South Carolina law.

The registration should be carried in the vehicle described while in operation.

Date of issue, make, identification number and expiration date on actual temporary plate, must be written in permanent black ink or black ink covered with transparent tape.

Motor Vehicle Dealers Only- Dealers, subject to the limitations and conditions hereafter set forth, may issue such temporary license plates to owners of vehicles which are to be permanently licensed in a state other than South Carolina.

Manufacturers of Trailers or Semi-Trailers in South Carolina only- A manufacturer may issue a temporary plate to a trailer or semi-trailer that is being moved from the manufacturer to the dealer's or purchaser's place of business.

Department of Motor Vehicles copy of registration must be mailed to the South Carolina Department of Motor Vehicles, P.O. Box 1498, Blythewood, South Carolina 29016-0036 on the same day issued.

WHITE COPY - APPLICANT

• 30 DAY PLATE •
SOUTH CAROLINA

TP-000000

ISSUED

MAKE

IDENTIFICATION

EXPIRES

Form 433-A (Rev. 7/99)



South Carolina Department of Motor Vehicles
APPLICATION FOR TEMPORARY PERMIT AND PLATES

FORM #433-B
(Rev. 02/07)

Date _____, 20 _____

_____ Temporary Permits and Plates (10 Permits to a book)
(Number of Books)

Name of Dealer/Applicant _____ County _____

Street _____

City _____ State _____ ZIP Code _____

Dealer Number _____ Sales Tax Number _____

Enclosed you will find () or () Made payable to the South Carolina
Cash Money Order or Check

Department of Motor Vehicles.

Signature of Dealer or Agent

Fee for each set of Permits and Plates is \$20.00.

THIS SPACE FOR DEPARTMENT USE ONLY

Number of Permits/Books Issued _____

Beginning Number _____ Ending Number _____ Total _____

Number of Temporary Plates _____

Beginning Number _____ Ending Number _____ Total _____

Total Permits Issued _____ Date of Issue _____

Issued By _____ Office Number and Code _____

Amount of Fees Collected _____

This will certify I have personally received all permits and plates listed in good condition.

Received By _____

WHITE-APPLICANT

YELLOW-DMV FILE

PINK-ACCOUNTING

GOLD-BRANCH OFFICE



South Carolina Department of Motor Vehicles

BILL OF SALE (Must Be Typed or Printed in Black Ink)

FOR DEPARTMENT USE ONLY**Check One:**☐ Purchase License Plate☐ Transfer License Plate _____

I, _____
Seller

Street _____ City _____ State _____ Zip Code _____

state that on the _____ day of _____ Yr. _____ the following vehicle:

MAKE _____ MODEL _____ BODY TYPE _____ YEAR _____

VEHICLE IDENTIFICATION NO. _____ LICENSE NO. _____

was sold to _____
Buyer

Street _____ City _____ State _____ Zip Code _____

And the above described vehicle is free of all liens and encumbrances in the buyer's name except:

(List here any mortgages, liens, or encumbrances)

Sale price of vehicle \$ _____

Less trade-in \$ _____

Taxable Total \$ _____

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.

I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the **ACTUAL MILEAGE** of the vehicle described herein, **UNLESS** one of the following statements is checked.

STOP! DO NOT check one of the following unless it applies.

- _____ 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.

WARNING: 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.

Signature(s) of Buyer(s) _____ Date

Signature(s) of Seller(s) _____ Date

Hand Print Name(s) of Buyer(s)

Hand Print Name(s) of Seller(s)

**Return to: South Carolina Department of Motor Vehicles
P.O. Box 1498
Columbia, S.C. 29216-0024**

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.
ORIGINALS MUST BE SUBMITTED TO THE DEPARTMENT.**



South Carolina Department of Motor Vehicles

452
(Rev. 10-05)

LOST/STOLEN OR DESTROYED LICENSE PLATE REPORT REPLACEMENT APPLICATION

INSTRUCTIONS

This form must be completed by the requested owner, or his agent to replace a lost, stolen, or destroyed license plate and presented at any DMV Branch office, or mailed to the address listed below.

Department of Motor Vehicles
DMV Customer Service Unit
Attention: Mail-In Registration
P.O. Box 1498
Blythewood, South Carolina 29016-0019

1. License Plate No. _____ State _____ Year _____

2. Name and Address of Registered Owner:

Name _____

Street Address _____

City _____ State _____

Telephone Number (Home) _____ (Work) _____

3. I certify that the plate listed above was: (circle one) Lost Stolen Destroyed

Date of Loss _____ City _____ State _____

☐ I do/do not (circle one) wish for another plate at this time. If the plate above is recovered, I will notify the nearest DMV Branch Office immediately. **If receiving another plate, complete Insurance Certification (below).**

Owner's Signature _____

Signature of Person Making Report _____

Print Name and Address of Person Making Report (if different from registered owner)

INSURANCE CERTIFICATION

Under penalties of perjury, I declare this vehicle is insured with the company named below, and I will maintain liability insurance throughout the registration period.

Name of Insurance Company

Signature of Owner

Date

FOR DMV USE ONLY

VIN NUMBER

NEW LICENSE PLATE NUMBER

BRANCH OFFICE SUBMITTING

SPECIALIST SIGNATURE

DATE OF REPORT

TIME OF REPORT

PLEASE PROVIDE CUSTOMER WITH A PHOTOCOPY OF THIS DOCUMENT.



South Carolina Department of Motor Vehicles

Application for Name and/or Address Change, Date of Birth and/or Social Security Correction, or Special Mailing

4057
(Rev. 4/06)

SC Code of Laws § 56-1-230 **Notification of change of address or name.** Whenever any person after applying for or receiving a driver's license shall move permanently from the address named in such application or in the license issued to him or when the name of a licensee is changed by marriage or otherwise, such person shall **within ten days** thereafter **notify the Department in writing of his old and new address or of such former and new name and of the number of any license then held by him.**

Please check and complete all sections that apply in black ink.

MY NAME ON RECORD WITH THE DEPARTMENT OF MOTOR VEHICLES IS:

Name: _____ Date of Birth: _____
Last First Middle Suffix

TITLE AND REGISTRATION INFORMATION

Customer No. _____ Vehicle Identification No. _____
License Plate No. _____ Make of Vehicle _____

DRIVER RECORD INFORMATION

Customer No. _____ Driver's License No. _____
Identification Card No. _____ Beginner Permit No. _____

☐ **NAME CHANGE** (A court order or marriage license must accompany this form.)

I hereby request that my name in the SCDMV records be changed to:

Last First Middle Suffix

☐ **RESIDENCE ADDRESS CHANGE** - Address where you reside or the address where the company is located. Cannot be a PO Box. **My residence address is:**

☐ **HOUSED ADDRESS CHANGE** - Address used for a vehicle that is primarily at an address different from the residence/company address. Example: company vehicle. **My housed address is:**

Street _____
City _____ State _____ Zip Code _____ County _____

Street _____
City _____ State _____ Zip Code _____ County _____

☐ **MAILING ADDRESS CHANGE** - Address where you want SCDMV to send you mail. **My mailing address is:**

☐ **TEMPORARY ADDRESS CHANGE** - Address where you will receive your mail on a temporary basis. **My temporary address is:** Temp. Expiration Date _____

Street _____
City _____ State _____ Zip Code _____ County _____

Street _____
City _____ State _____ Zip Code _____ County _____

☐ **DATE OF BIRTH CORRECTION**

Date of Birth Shown on Department Records

Month Day Year

Correct Date of Birth

Month Day Year

Supporting documentation is required. Please see form MV-93 and MV-94 for a list of acceptable documents to justify the correction.

☐ **SOCIAL SECURITY NUMBER CORRECTION**

Social Security Number Shown on Department Records

____ - ____ - _____

Correct Social Security Number

____ - ____ - _____

Supporting documentation is required. Please see form MV-93 and MV-94 for a list of acceptable documents to justify the correction.

MOTOR VOTER SECTION

NOTE: State Election Commission requires the customer to be physically present in the DMV office to update information with the Election Commission. Customers not transacting business in a DMV office should contact their County Board of Voter Registration to update voter registration information.

- ☐ Yes, I wish to update my address with the Election Commission (customer must be physically present in DMV field office).
☐ No, I do not wish to update my address with the Election Commission

I hereby state that all information given and statements made herein are true and correct,
and these changes are being made without fraudulent purpose or intent.

Applicant's Signature _____

Date _____

Signature of DMV Customer Service Representative _____

Branch Office Name and Number _____

NOTE: Applications, with all needed supporting documents, may be mailed to:

**S.C. Department of Motor Vehicles
Alternative Media
PO Box 1498
Blythewood, SC 29016-0035**

SECTION VII

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Dealer or Motor Vehicle Dealer refers to any person who sells or attempts to affect the sale of any motor vehicle in a calendar year.

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.

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 (2) 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 (2) permanent functional wheels in contact with the ground or with a detachable side car 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 which contains permanently installed independent life support systems other than low voltage meeting the American National Standards Institute (ANSI) A 119.2 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 which is self-propelled, except mopeds, and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.

New Motor Vehicle refers to a motor vehicle which has not been previously sold to any person except a distributor or 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 which 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.

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.

Semi 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 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 (3) 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 refers "Travel trailer" means every vehicle (except motor homes) designed without motor power towed by a motor vehicle and not measuring more than 8ft. wide or 35ft. 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.

NOTES