

DOCUMENTS NEEDED TO COMPLETE ANY APPLICATION TYPE

PLEASE NOTE: This chart only serves as an easy reference of the items needed upon application or requests. Please visit our website (www.scdmvonline.com) to obtain additional details regarding the below items *before submitting your documents*.

	DLA-1	Diagram	Org. Bond & POA	Bond Rider	DE-004A	Org. Pre-licensing Certificate (if applicable)	Certificate of Liability Insurance	DOR Retail License	City/County Compliance Doc.	Articles (if applicable)	AD-808A	National Criminal Report (Applya)	DLA-1C	Check
First Time	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓		
Address Change	✓	✓		✓			✓	✓	✓					✓
Name Change	✓			✓			✓	✓	✓					✓
Ownership Change	✓		✓			✓					✓	✓		✓
Category Change	✓	✓	✓			✓	✓	✓	✓	✓	✓			
Renewal	✓						✓					✓	✓	✓
Remove An Employee	<ul style="list-style-type: none"> • Statement on letterhead requesting to remove an employee • Statement must be signed by the owner 													
Add An Employee	<ul style="list-style-type: none"> • Statement on letterhead requesting to add an employee including: 1) name of employee, 2) employee's address, 3) employee's DL#, and 4) copy of employees Driver's License (front and back) • Statement must be signed by the owner 													
Add An Owner	<ul style="list-style-type: none"> • Original notarized statement on letterhead requesting an owner to be added • Statement must include signatures of existing owner(s) and owner being added and the percentage of ownership the added owner will hold • Form AD-808A & National Criminal Report on new owner • If added owner is out-of-state, a front and back copy of their driver's license is required 													
Remove An Owner	<ul style="list-style-type: none"> • Original notarized statement on letterhead requesting an owner to be removed • Statement must include signatures of existing owner(s) and owner being removed 													

****Please submit/complete all renewals at any local DMV Branch Office.**

** If completing any combination of the below, please mail your application to our Dealer Licensing and Audit Unit, at Headquarters.

- Address Change + Renewal
- Name Change + Renewal
- Ownership Change + Renewal