



# State of South Carolina

## Department of Motor Vehicles

March 4, 2019

Dear South Carolina Dealer:

The Department of Motor Vehicles, Dealer Licensing and Audit Unit is undergoing various changes. To ensure you are aware of these changes, please carefully read and review all enclosed documents.

**PLEASE NOTE:** This mailer will be the **final mailer** sent to all South Carolina Dealers. Please frequently reference our official website, [www.scdmvonline.com](http://www.scdmvonline.com), to stay abreast of any changes or new information. Dealers' information can be located by *hovering your cursor* over the BUSINESS CUSTOMERS tab. Specifically, the Dealer Connections are located under the "Dealer Communications" tab.

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## DEALER LICENSES

Types of Dealer Licenses

Beginning July 1, 2018, the Travel Trailer Dealer's license is no longer an (RV) Dealer's license. Dealers selling RVs will no longer have a Dealer's license. Dealers must apply and exhibit one RV license to sell other types of motor vehicles at their location last day of the month a year after the date it is issued. The license displayed at the dealership. If a dealer decides to sell RVs and a dealer must have a license to sell RVs and a license to sell other types of motor vehicles.

The SCDMV issues several types of licenses for buying, selling, and trading motor vehicles. The type of license a dealer needs to sell will determine the type of license they need.

DRIVER SERVICES | VEHICLE OWNERS | **BUSINESS CUSTOMERS**

- DEALERS
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  - Dealer Requirements
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- MOTOR CARRIERS
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  - International Fuel Tax Agreement
  - International Registration Plan
  - IRP and IFTA Audits
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  - Unified Carrier Registration
- SERVICE OF COLLISION SUMMONS & COMPLAINT
- BUSINESSES
- EMPLOYER NOTIFICATION
- DEMOLISHERS
- DRIVING SCHOOLS
- INSURANCE COMPANIES
- LIENHOLDERS
- MEMBERS

## ACTION NEEDED FROM YOU

If you would like your email address added to our email distribution list (to receive renewal updates, etc.) please submit the below (1-4) by either (Email) [dealerdocuments@scdmv.net](mailto:dealerdocuments@scdmv.net) or (Fax) (803) 896-8172:

- (1) Dealership's Name,
- (2) Dealer #,
- (3) Your name, and
- (4) Email address

## WHAT'S ENCLOSED

### Updates/Changes

- (1) National Background Report
- (2) IMF (reference enclosed Dealer Connection)
- (3) Documents Needed to Complete one of the following:
  - a. Renewal | Address change | Name change | Category change | Ownership change

## New Implementations

- (1) Temporary Plates (reference enclosed Dealer Connection)

## CONTACT

Please mail, email, or fax all documents to the appropriate contact below:

STANDARD MAIL	OVERNIGHT MAIL
SCDMV Attn: Dealer Licensing and Audit Unit P.O. Box 1498 Blythewood, SC 29016-0023	SCDMV Attn: Dealer Licensing and Audit Unit 10311 Wilson Boulevard, Building C Blythewood, SC 29016-0023

**Attn.** Dealer Licensing and Audit Unit  
**Phone** (803) 896-2611  
**Email** [dealerdocuments@scdmv.net](mailto:dealerdocuments@scdmv.net)  
**Fax** (803) 896-8172

## PROCESSING TIME

**PLEASE NOTE:** The Dealer Licensing and Audit Unit's normal processing time is 1-3 business days. During peak seasons, our normal processing time is between 5-7 business days. However, if documents are inaccurate or missing, this may increase your processing time.

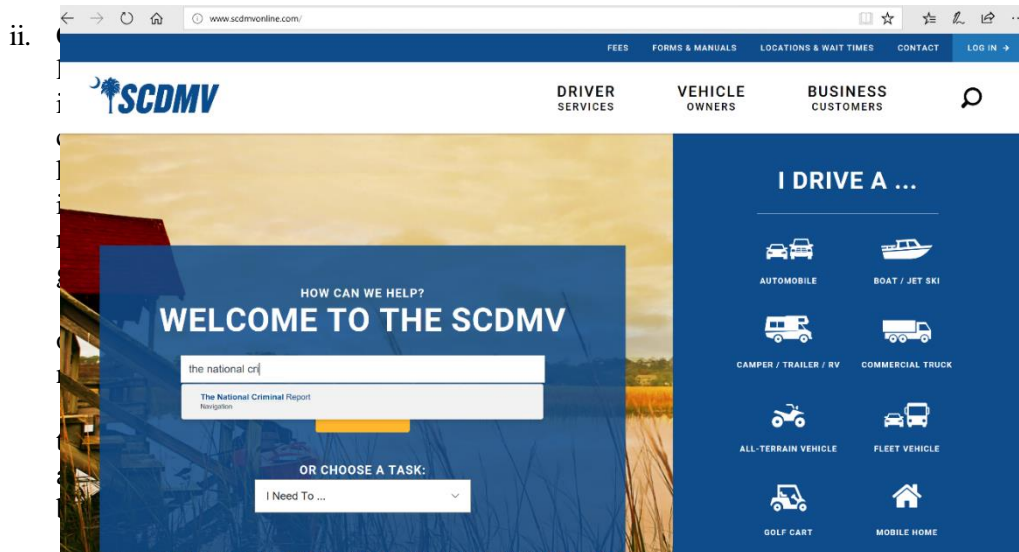
Sincerely,

The Dealer Licensing & Audit Unit

## UPDATES/CHANGES

### (1) NATIONAL BACKGROUND REPORT

- a. Effective February 1, 2018 The SCDMV no longer accepts SLED Reports for any type of license of application.
- b. Conditions to submit a National Criminal History Report
  - i. Each dealer is require to submit a National Criminal History Report under the following conditions:
    1. First-time applicant
    2. Renewing a dealer's license
    3. Adding an owner
- c. The required Applya National Background Report can be found on our website ([www.scdmvonline.com](http://www.scdmvonline.com)) and obtained three different ways:
  - i. Typing in "the national criminal search" in the search box on the home page



**"Dealer Licenses"** under the BUSINESS CUSTOMERS tab

- iii. Clicking on **"Renewing a Dealer License"** under the BUSINESS CUSTOMERS tab

### (2) IMF

- a. Every dealer must collect the IMF.
- b. When a customer purchases a vehicle from a dealer and chooses to title and/or register the vehicle at the DMV, the IMF will be due at the time of the title and/or registration transaction.

### (3) DOCUMENTS NEEDED TO COMPLETE AN APPLICATION:

- a. Please visit our website ([www.scdmvonline.com](http://www.scdmvonline.com)), under the DEALER LICENSES tab for more details (see enclosed chart)

## NEW LAW CHANGES

### (1) Temporary Plates (reference enclosed Dealer Connection)

- a. For more details regarding this new bill, please research South Carolina Bill S1083 (A208, R226, S1083), Amended SC Code of Law 56-3-210.
- b. This bill takes effect May 15, 2019
- c. Please prepare your business and business operations accordingly.