



South Carolina Department of Motor Vehicles

Application for Certificate of Title and Registration for Motor Vehicle or Manufactured Home/Mobile Home

Form 400
(Rev. 4/10)

No strikeovers, erasures, or correction fluid is acceptable on this form. For more information, visit our website at www.scdmvonline.com or call our Customer Call Center at (803) 896-5000.

SECTION A **EXPEDITE (additional \$20.00 fee)** Check here to expedite this title.

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. Make checks payable to: SC DMV. **DO NOT SEND CASH.**

<input type="checkbox"/> NEW TITLE & REGISTRATION 1) Manufacturer Certificate of Origin (MCO) or Title. 2) Paid Property Tax Receipt 3) \$15.00 title fee and 4) Regular registration fee. 5) Sales Tax (5% of selling price or \$300.00 max.) 6) Insurance Information	<input type="checkbox"/> TITLE AND PLATE TRANSFER 1) Manufacturer Certificate of Origin (MCO) or Title. 2) List Previous Tag # _____ 3) Previous registration in owner's name. 4) \$15.00 title 5) \$10.00 transfer fee 6) Sales Tax (5% of selling price or \$300.00 max.) 7) Insurance Information	<input type="checkbox"/> TITLE FOR MOBILE OR MANUFACTURED HOME 1) Manufacturer Certificate of Origin (MCO) 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 Certificate of Origin (MCO) 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 D. Complete Section E and all other applicable sections. MAIL YOUR APPLICATION TO: SC DMV P.O. Box 1498 - 10311 Wilson Blvd. Blythewood, SC 29016 - 0024
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SECTION B - VEHICLE INFORMATION *Please print or type in black ink only.*

VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR MAKE	BODY STYLE	MODEL	EMPTY WEIGHT	GVW
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SECTION C - ODOMETER MILEAGE *(Miles not kilometers)*

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 D - OWNER INFORMATION *Your complete legal name must be used on all title and registration documents.*

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

SECTION E - LEASING INFORMATION *Complete only for a leased vehicle.*

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

SECTION F - LIEN INFORMATION *If you are a lienholder, are you a SC ELT participant?* **YES** **NO**

CUSTOMER NO., OR FEIN	LIENHOLDER NAME (FIRST LIEN) Write "None" if vehicle is paid in full.	DATE OF LIEN	CONTACT PERSON	TELEPHONE NUMBER
MAILING ADDRESS		CITY	STATE	ZIP CODE
CUSTOMER NO., OR FEIN	LIENHOLDER NAME (SECOND LIEN)	DATE OF LIEN	CONTACT PERSON	TELEPHONE NUMBER
MAILING ADDRESS		CITY	STATE	ZIP CODE

< This section intentionally left blank >

SECTION G - SALES TAX EXEMPTION

Complete this section if you are entitled to a sales tax exemption and sign in the space provided verifying the 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 SIGNATURE _____

SECTION H - 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	Calculate the Salvage Percentage: SALVAGE% _____	Predamaged Value _____ Estimate for Repairs _____ Percentage _____

SECTION I - SELLER INFORMATION

Applicant should initial verifying the sales price of the vehicle.

SELLER OR DEALER NAME	SC DEALER/WHOLESALER NUMBER	SC SALES TAX NUMBER	SALES PRICE	CUSTOMER INITIALS
ADDRESS	CITY	STATE	ZIP CODE	

SECTION J - 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 K - DONATE LIFE SC

YES, I WISH TO DONATE \$5.00, MORE OR LESS, TO DONATE LIFE SC. AMOUNT OF DONATION: \$ _____ .00

SECTION L - 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. ALSO, IF REGISTERING A COMMERCIAL VEHICLE OVER 10,000 lbs., I CERTIFY THAT I AM FAMILIAR WITH THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS AND/OR FEDERAL HAZARDOUS MATERIALS REGULATIONS.

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 OR THE DATE OF OPERATION IN SOUTH CAROLINA 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

CHECK APPROPRIATE BOX: <input type="checkbox"/> BRAND <input type="checkbox"/> NO BRAND		
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	DONATE LIFE SC
SUSPENSE REASON	PENALTY	TOTAL



South Carolina Department of Motor Vehicles

Instructions for Completing the Application for Title (Form 400)

IS-400
(Rev. 9/11)

General Instructions

1. Use blue or black ink when completing this form.
2. No strikeovers, erasures or correction fluid is acceptable on this form.

Section A

Check the appropriate box for the type transaction you are applying:

3. **New Title & registration** – If you wish to register the vehicle and receive a license plate, check here.
4. **Title and Plate Transfer** – If you are transferring an existing plate already in your name, check here. If the transfer plate is within three months of expiring, the plate should be renewed before transferring.
5. **Title for Mobile or Manufactured Home** – If you are titling a mobile or manufactured home, check here.
6. **Title Only** – If you are applying for a title only (no registration or plates), check here.
7. **Duplicate Title** – If you wish to receive a duplicate title of a vehicle or mobile home that is already titled, check here.
8. **Leased Vehicle** – If the vehicle you are titling is leased, check here. Do not complete section D if the vehicle is leased. Note that one of the above options (1-6) should also be selected.
9. **Expedite Title** – If you wish to have the title processed within 3 days, or the same day in a field office or headquarters, check here. An additional \$20 fee will apply. Note that one of the above options (1-6) should be checked and option 7 if this is for a leased vehicle.

Section B – Vehicle Information

You must complete all fields from the supporting documents, including the VIN, Make, Year Make, Body Style, Model, and Empty Weight. The GVW (Gross Vehicle Weight) box must be completed, if applicable. The Gross Vehicle Weight is the combined empty weight of the vehicle and the weight of the load and/or what is being pulled. Passenger only vehicles (other than trucks) do not require a GVW. If the vehicle is designed to carry property, the GVW is required. See the GVW rate chart below to determine the GVW fees for your vehicle. These fees are paid in addition to required registration fees.

Gross Vehicle Weight	Annual	Biennial	Gross Vehicle Weight	Annual	Biennial
0001 lbs. – 4000 lbs.	\$15.00	\$30.00	8001 lbs. - 9000 lbs.	\$45.00	\$90.00
4001 lbs. - 5000 lbs.	\$20.00	\$40.00	9001 lbs. - 10000 lbs.	\$50.00	\$100.00
5001 lbs. - 6000 lbs.	\$30.00	\$60.00	10001 lbs. - 11000 lbs.	\$55.00	\$110.00
6001 lbs. - 7000 lbs.	\$35.00	\$70.00	11001 lbs. - 12000 lbs.	\$60.00	\$120.00
7001 lbs. - 8000 lbs.	\$40.00	\$80.00			

Section C – Odometer Mileage

In the odometer mileage field, enter the current mileage at the time of titling and/or registration. The mileage must be the current mileage and not the mileage listed at the time of sale. Mileage is required unless the vehicle is over 10 years old. If the vehicle is over 10 years old, the title may be marked "Exempt". Do not check one of the mileage options – Exempt, Excess of Mechanical Limits or Not Actual Mileage – unless it applies.

1. **Actual Mileage** – the odometer reflects the actual mileage on the vehicle.
2. **Excess of Mechanical Limits** – This phrase means that the odometer has reached its maximum number and has now restarted counting the mileage from zero. For example, if the odometer only contains 5 digits, then the mechanical limit would be 99,999, after which the odometer would begin counting at 00,000 (the odometer has "rolled over").
3. **Not actual Mileage** – the odometer is broken or has been replaced, or the current owner is unsure of the true mileage.

Section D – Owner Information –If the vehicle is leased, this section should not be completed with lessee information.

1. **New Primary Owner Complete Legal Name (Last, First, Middle)** – Enter the last name, first name, and middle name of the new primary owner. The person with the most vested interest in the vehicle or mobile home is the primary owner. All correspondence, including tax notices will be sent to the primary owner.
2. **SC Customer No., SC Driver License No., Soc. Sec. or FEIN** – Enter the customer number or driver's license number issued by the South Carolina Department of Motor Vehicles for the primary owner. Do not enter an Out of State driver's license number. If the primary owner has not obtained a South Carolina customer number or driver's license number, enter the primary owner's social security number. If the primary owner is a business or company, enter the social security number or FEIN (FEDERAL EMPLOYEE IDENTIFICATION NUMBER) for the business or company.
3. **Date of Birth** – If the primary owner is an individual, enter the date of birth of the primary owner. If the primary owner is a business or company, leave this space blank.

4. **New Co-Owner Complete Legal Name (Last, First, Middle)** – If ownership of the vehicle or mobile home is shared by two persons, enter the last name, first name and middle name of the new co-owner of the vehicle or mobile home. Note: If the existing primary owner of a vehicle is adding a co-owner to an existing South Carolina title, property taxes will have to be paid in both names to obtain a new plate and registration; or the primary owner or co-owner may transfer a plate that is currently in both names to this vehicle (a \$10.00 transfer fee will apply even if the plate is currently on the vehicle). Additional co-owners are to be listed on a separate Form 400 with Sections B, D, and L completed. The primary owner is required to sign all additional Forms 400 regardless of the relationship.
5. **Shared Ownership** – If “AND” is chosen, then the listed owners will hold title to the vehicle together. For example, if the vehicle title states “John Smith AND Jane Smith,” then the signatures of both will be required for future title transactions. Also, if the vehicle title states “John Smith AND Jane Smith,” and if John Smith dies, then the vehicle title can only be transferred or re-titled by way of the Probate Court. If “OR” is chosen, this type of ownership is called a joint tenancy with right of survivorship. For example, if the vehicle title states “John Smith OR Jane Smith,” they are owners as joint tenants with rights of survivorship. If John Smith dies, then Jane Smith becomes the owner upon John Smith’s death. When John Smith dies, Jane Smith will need the title for DMV to transfer the title into Jane Smith’s name. DMV will then issue a new title solely in Jane Smith’s name. **NOTE:** If there is a lien on the title, then the lien must be satisfied prior to the transfer.
6. **SC Customer No., SC Driver License No., Soc. Sec. or FEIN** – Enter the customer number or driver’s license number issued by the South Carolina Department of Motor Vehicles for the co-owner. Do not enter an Out of State driver’s license number. If the co-owner has not obtained a South Carolina customer number or driver’s license number, enter the co-owner’s social security number. If the co-owner is a business or company, enter the social security number or FEIN (FEDERAL EMPLOYEE IDENTIFICATION NUMBER) for the business or company.
7. **Date of Birth** – If the co-owner is an individual, enter the date of birth of the co-owner. If the co-owner is a business or company, leave this space blank.
8. **Primary Owner’s Resident Street Address (Apt. No. If applicable)** – Enter the complete residential street address for the primary owner. A post office box address is not acceptable in this space. If the address is in an apartment complex, include the apartment number. If the primary owner receives mail at an address other than the residential street address, that address should be entered in the mailing address section. This is the address that the title and/or registration and all other SCDMV correspondence or credentials will be mailed to if a mailing address or temporary address is not entered,
9. **City** – Enter the city for the primary owner’s residential street address.
10. **State** – Enter the state for the primary owner’s residential address.
11. **Zip Code** – Enter the zip code for the primary owner’s residential street address.
12. **County** – Enter the South Carolina county number or name for the primary owner’s residential street address, if the residential address is in South Carolina.
13. **Mailing Address (If Different from Above)** – If the primary owner receives mail at an address other than the residential street address, that address should be entered in this space. Unlike the residential street address, this address may be out of state. If the address is in an apartment complex, include the apartment number. This is the address that the title and/or registration and all other SCDMV correspondence and credentials will be mailed to unless left blank or a temporary address is indicated. SCDMV correspondence and credentials will be sent here unless changed or removed by the primary owner.
14. **City** – Enter the city for the primary owner’s mailing address.
15. **State** – Enter the state for the primary owner’s mailing address.
16. **Zip Code** – Enter the zip code for the primary owner’s mailing address.
17. **County** – If the mailing address is in South Carolina, enter the South Carolina county number or name for the mailing address.
18. **Address where vehicle is housed (If Different from above)** – If the vehicle or mobile home is kept in a location in South Carolina other than the residential address of the primary owner, indicate that address here. If the address is in an apartment complex, include the apartment number.
19. **City** – Enter the city of the vehicle or mobile home’s housed address.
20. **State** – The state is marked “SC” because the housed address for the vehicle must be a South Carolina address.
21. **Zip Code** – Enter the zip code of the vehicle or mobile home’s housed address.
22. **County** – Enter the South Carolina county number or name for the vehicle or mobile home’s housed address.
23. **Daytime Telephone Number** – Enter the daytime telephone number of the primary owner here.
24. **Temporary Address (If applicable)** – If the primary owner will be receiving mail at a temporary address for a specified period of time, enter the address, city, state and zip code of the temporary address. If the address is in an apartment complex, include the apartment number. The title and/or registration and all other SCDMV correspondence and credentials will be mailed to this address until the expiration date listed for this address.
25. **Expiration Date of Temporary Address** – Enter the date that the primary owner will no longer be receiving mail at the temporary address. After the date indicated, all SCDMV correspondence and credentials will be mailed to the residential street address or the mailing address, if indicated.

Section E – Leasing Information (Complete only if the vehicle is leased)

1. **LEASING COMPANY NAME** - enter the name of the leasing company for the vehicle.
2. **PHONE NO** - enter the phone number of the leasing company for the vehicle.
3. **CONTACT PERSON** - enter the name of the person we should contact at the leasing company if there are any questions about the transaction.
4. **CUSTOMER NUMBER** – If known, enter the DMV issued customer number for the company that is leasing this vehicle.
5. **ADDRESS, CITY, STATE and ZIP CODE** - enter the address of the leasing company for the vehicle.
6. **NAME OF LESSEE** - enter the name of the person or company leasing the vehicle.
7. **DRIVER LICENSE NO., SOC. SEC. NO., OR FEIN** – enter one of the following numbers in this field: the driver’s license number or social security number of the individual or company leasing the vehicle, or the Federal Employment Identification Number (FEIN) of the company leasing the vehicle.
8. **DATE of BIRTH** - enter the date of birth of the individual leasing the vehicle.
9. **LESSEE’S SC RESIDENCE STREET ADDRESS, CITY, and ZIP CODE** - enter the complete South Carolina street address of the individual or company leasing the vehicle. If the address is in an apartment complex, include the apartment number.
10. **COUNTY** - enter the South Carolina county code or the name of the county in which the lessee resides.
11. **LESSEE’S MAILING ADDRESS, CITY, STATE, ZIP CODE, and COUNTY** – enter the lessee’s complete mailing address if it is different than the lessee’s SC residence address. If the address is in an apartment complex, include the apartment number.
12. **ADDRESS WHERE VEHICLE IS HOUSED, CITY, ZIP CODE, and COUNTY** – enter the address where the vehicle is being kept if it is different than the lessee’s SC residential street address. If the address is in an apartment complex, include the apartment number.

Section F – Lien Information (Complete only if there is an outstanding lien on the vehicle)

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

1. Check one of the boxes (YES or NO) to indicate whether or not the lien holder is set up with South Carolina Department of Motor Vehicles for electronic lien transfers (ELT).
2. **CUSTOMER NO., OR FEIN** – If known, enter one of the following numbers in this field: the DMV issued customer number for the lien holder or the company’s Federal Employment Identification Number (FEIN). NOTE: If the lien holder is an ELT customer, the DMV customer number is required in this field.
3. **LIENHOLDER NAME** - enter the complete name of the lien holder. If transferring an out of state title, use the name as it appears on the out of state title.
4. **DATE OF LIEN** - enter the date the loan was obtained.
5. **CONTACT PERSON** - enter the complete name of the individual handling the loan in case DMV needs to contact them.
6. **TELEPHONE NUMBER** - enter the contact person’s telephone number, including area code.
7. **MAILING ADDRESS, CITY, STATE, and ZIP CODE** - enter the complete mailing address of the lien holder. Use the home office address which may be different than the address they are sending their payments. If transferring a vehicle from another state, use the address as it appears on the out of state title.
8. If there is more than one lien on the vehicle or mobile home, the second lien holder’s information would be entered in this section. Please see #2 through 7 above for an explanation of these fields.

Section G – Sales Tax Exemption

Complete this section only if you are entitled to a sales tax exemption. This exemption applies to the owner applying for the title. The customer should only complete and sign this section if entitled to a sales tax exemption. Please note primary owners 85 years or older may qualify for reduced sales taxes. If you qualify for a sales tax exemption, you should sign in the space provided and check one of the boxes as described in items 1-4, below.

1. **The vehicle was transferred from**—Check () the appropriate box of the individual who transferred the vehicle to you. Indicate my parent, my spouse, my child, my brother/sister, my grandparent, or my grandchild.
2. **The vehicle was transferred to me as** – Check () the appropriate box if the vehicle was transferred to you as a legal heir or beneficiary. If the transfer is made by court Order, a certified copy of the Affidavit of Collection of Personal Property for Small

Estate Proceeding or similar Probate Court Order listing the person or persons who receive the vehicle is required. If the transfer is made by the duly appointed Personal Representative, then the original Certificate of Appointment from the Probate Court is required to complete the transfer. **Note:** A Death Certificate cannot be accepted in lieu of these documents, and Form 4036 "Affidavit of Inheritance of Vehicle" is no longer accepted after July 1, 2011.

3. **The vehicle was transferred to me as** – Check the appropriate box if the vehicle was transferred to you as a legal heir, beneficiary, or distributee. You must consult with your county's probate court officials and submit probate documents that support the transfer of the vehicle in your name.
4. **I am non-resident military personnel** – Check if you are non-resident military personnel. You should provide a copy of your Leave and Earnings Statement (LES). The nonresident military exemption for sales, casual excise and use tax only applies to passenger motor vehicles (cars, passenger vans & sports utility vehicles) and motorcycles, not trucks or cargo vans.
5. **The vehicle was a bonafide gift** - Check this box if the vehicle or mobile home was given to you as a gift.

Section H – Additional Information

1. **Date of Purchase** – Enter the date the vehicle was purchased by the applicant.
2. **Date First Operated in South Carolina** – Enter the date the vehicle was first operated in South Carolina by the applicant. If the applicant is moving from out of state, enter the date the vehicle was moved to the state of South Carolina.
3. **Energy Efficient Manufactured/Mobile Home?** – If you are applying for a title for a mobile home or manufactured home designated by the United States Environmental Protection Agency and the United States Department of Energy as meeting or exceeding each agency's energy saving efficiency requirements check "Yes". If the manufactured or mobile home does not meet these requirements, check "No".
4. **New or Used?** – If this title is for a vehicle or mobile home that has its original owner, enter "New". If the vehicle has been previously owned, enter "Used".
5. **Prior Title Number** – If vehicle or mobile home has been previously titled, indicate the title number from the previous title. This will be the title document submitted to obtain the new South Carolina title.
6. **Prior Title State** – If the vehicle or mobile home has been previously titled, indicate the state that previously titled the vehicle. This will be the state that issued the title that is being submitted to obtain the new South Carolina title.
7. **The Vehicle described on this application is** – If this title application is for a vehicle that has sustained damages due to a vehicular or other accident, check if the vehicle is "rebuildable" or "non-rebuildable". This item is used only by insurance companies settling claims on salvage vehicles.
8. **The Vehicle Sustained the Following Damage** – If this title application is for a vehicle that has sustained damages due to a vehicular or other accident, indicate if the vehicle was involved in a collision, and if there has been fire damage and/or if there has been water damage. This item is used only by insurance companies settling claims on salvage vehicles.
9. **Agency Reference Number** – This item is optional for government agencies to indicate additional vehicle or owner information that will printed on the title. This item is often used to indicate the fleet number of a vehicle for a company or governmental agency.
10. **Calculate The Salvage percentage and Salvage %** – Calculate the salvage percentage by indicating the value of the vehicle before the damages were incurred and the estimated cost of repairs. Divide the estimated cost of repairs by the pre-damaged value to obtain the Salvage %. For example, if the value of the vehicle before damages was \$20,000 and repairs are estimated at \$15,000, the salvage percentage is 75% ($\$15,000/\$20,000$). SCDMV Form TR3 is required if the salvage percentage is less than 75% or the vehicle's pre-damaged value is less than \$2000. This item is used only by insurance companies settling claims on salvage vehicles.

Section I – Seller Information

The section is not required for duplicate titles, corrections, or vehicles transferred from out of state without a sale.

1. **Seller or Dealer Name** – enter the seller's or dealer's name.
2. **SC Dealer/Wholesaler Number** – if the vehicle was purchased from a dealer, enter the dealer or wholesaler number.
3. **SC Sales Tax Number** – If the vehicle was not purchased from a dealer, leave this field blank; otherwise, enter the dealer or wholesaler's sales tax number.
4. **Sales Price** –the sales price of the vehicle. **You should initial to verify the sales price if the sales price is entered here.**
5. **Address** – enter the complete address of the seller or dealer.
6. **City** –enter the city of the seller or dealer.
7. **State** –enter the state of the seller or dealer.
8. **Zip Code** –enter the zip code of the seller or dealer.

Section J – Insurance Certification

This section is required if a vehicle registration is requested. Enter the name of the liability insurance company; not the insurance agency's name.

Section K – Donate Life SC

Indicate whether you would like to make a donation to Donate Life SC. If you would like to make a donation, indicate the amount to contribute on the blank line. For more information on Donate Life SC, visit www.donatelifesc.org.

Section L – Signature of Owner

After verifying that all information is accurate and correct, the owner(s) must sign. If *Shared Ownership* is marked with “*And*” (Section D, #5), both owners must sign the application. If someone other than the owner signs the application, the application must be accompanied by an official POA (Power of Attorney). If you are registering a commercial vehicle over 10,000 lbs., you are also certifying that you are familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. If the vehicle registered is not a commercial vehicle over 10,000 lbs., this statement is not applicable to this application. If more than two owners, the primary owner is required to sign all additional Forms 400 regardless of relationship (See Section D, #5 *Shared Ownership*).