

South Carolina Electronic Vehicle Registration (EVR) Program Standards

1.0 Overview:

The South Carolina Electronic Vehicle Registration (EVR) program allows authorized business partners to apply for registrations and titles electronically. The EVR system is supplied through a Service Provider (third party) who works with the DMV to provide Auto dealers (or other business partner) with a computer based system that provides the ability to register and title vehicles by electronic means. The DMV provides dealer/business partners with materials and authorization to process customers' vehicle registrations and make initial applications for their vehicle titles. This allows an auto dealer/business partner to register the vehicle and put it on the road with valid registration in the same day, which minimizes the need for temporary plates!

Through a link to a Service Provider and the SCDMV, authorized business partners may perform the following functions:

- Title/MCO with New Registration
- Title/MCO with Transfer Existing Plate
- Title/MCO with Renew and Transfer
- Request Duplicate Title
- Void Transactions
- Title/MCO with Transfer and Replace Plate
- Title/MCO with Renew, Transfer and Replace Plate
- Title/MCO Transfer and Exchange
- Standalone Fee Calculation
- Title Salvage and Salvage Non-Rebuildable Vehicle
- Issue/Back-out Pending Transactions
- "Two-step" transactions where vehicles are registered through an initial, pending transaction are allowed through the EVR system

At the end of the business day, the business partner arranges to electronically transfer all completed transaction fees due for the day's business to DMV.

Benefits of EVR

- Improved customer service
- Decreased lines and wait times in the DMV branch offices
- Overall cost savings to partners participating in program
- Enhanced data integrity
- Reduction in the turnaround time for processing applications for registration and titles
- Immediate, remote registration of vehicles
- Provides access to the most up-to-date information for your customers

- Reduces the dependency on DMV customer service center offices

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

1.1 EVR Law

The following is an excerpt of the enabling legislation that provides for the EVR program in SC:

Section 56-3-2340 SC code of laws; Licensed motor vehicle dealers to issue first time registrations and license tags from dealership.

The department or its designated agent may allow licensed motor vehicle dealers to issue first time motor vehicle registrations and license tags directly from dealership. A dealership shall apply to the department upon forms approved and provided by the department. The department may request information necessary to ensure the integrity of the current licensing system. The department may allow or refuse a dealership the right to issue motor vehicle registrations or license tags based upon criteria established by the department. If a dealership previously is denied the privilege to issue registrations and tags, upon meeting the established criteria, the dealership may be allowed to issue registrations or tags. If in the opinion of the department a bond is necessary to ensure the payment of fees associated with the registering and licensing of a vehicle, the department may require a bond not to exceed the estimated value of the new tags and validation stickers held by the dealership or the department's designated agent.

1.2 EVR Management

The DMV has established an EVR Program Committee to monitor and manage all aspects of this program in South Carolina. The Committee consists of representatives from title processing, financial management, dealer audit, IT, legal, and field administration. The Committee reviews all EVR activity, respond to any DMV issues and reports external problems to business partners such as auto dealers and Service Providers. Select Dealers of Service Providers may, from time to time, be invited to attend committee meetings to discuss the status of the program or specific issues/problems.

2.0 Standards for Acceptance:

The following sections outline the process for participation in the program and standards for acceptance.

2.1 Participation in the EVR Program

Third Party Service providers interested in providing EVR services approved DMV business partners (dealers) must make application to the EVR management Committee by sending a letter of request to the address below. DMV will contract the Service Provider to discuss requirements for participation and begin the process of technical certification. Technical certification will include completion of structured tests to demonstrate compliance with system requirements.

Auto Dealers or other business partners interested in participating in this program may send a letter of request to the address below. DMV will respond to this inquiry with a list of approved Service Providers. The dealer/business partner may contact a Service Provider to begin the process of application for EVR services.

A Dealer or other business partner may desire to internally develop the computer systems and technology to communicate directly with DMV. In this case, dealer/business partners must meet the same technical requirements as Service Providers and achieve system certification. Dealer/Business Partners should indicate their desire to develop their own computer system in their initial letter of application to DMV.

All letters of application should be addressed to:

SC Department of Motor Vehicles
Dealer Licensing & Audit Unit
PO Box 1498
Blythewood, SC 29016-0023

2.2 The Application Process

The application for participation in the EVR program may be submitted on behalf of a dealer (or other business partner) by an approved and authorized Service Provider. This application must be signed by the dealer/business partner and demonstrate the dealer/business partner's understanding and commitment to the following items:

- a. Dealer/Business Partner must agree to enter into an agreement with a DMV approved Service Provider.
- b. Dealer/Business Partner must agree to training as required by DMV and DMV's service provider.
- c. Dealer/Business Partner must agree to bear all costs for participation in the program, such as costs incurred for computer hardware, labor, electronic interface

- system charges, transaction processing, mailing, and ordering/shipping of required inventory and supplies.
- d. Dealer/Business Partner must agree to comply with all rules, policies, procedures, and standards applicable to EVR program.
 - e. Dealer/Business Partner must comply to DMV inventory procedures as defined in Section 4 of this document.
 - f. Dealer/Business Partner must agree to have a minimum of two employees trained by DMV (or DMV's Service Provider) in the computer systems and business procedures/training materials used to properly transmit EVR transactions. Dealer/Business Partner must maintain a minimum of two trained personnel.
 - g. Dealer/Business Partner and Service Provider must acknowledge and accept DMV security requirements for the handling and storage of all DMV inventory. These security requirements are defined in Section 5 of this document.

DMV Dealer Audit Unit will review the application and verify minimum EVR participation standards have been met.

Minimum acceptance standards are:

- a. Dealer/Business Partner application is complete and in order
- b. Nominee must be a SCDMV licensed dealer or approved business partner.
- c. Dealer or other partners must be in good standing with DMV. (Defined as in active status).
- d. Dealer or other partners must have and maintain a minimum monthly volume of thirty-five (35) transactions. This transaction activity is an average taken from DMV activity records over the previous 12 month period. New dealer/business partners will be considered for participation if they demonstrate the ability to meet this monthly transaction figure.

The Dealer Audit Unit will report all evaluation results to the EVR committee and applicable Service Provider and retain copies in the appropriate dealer license files. The Dealer Audit Unit will evaluate nominees and respond to EVR committee and applicable Service provider within 14 days of receipt of application.

Once approved by the EVR Committee, the Dealer Audit Unit will update the dealer/business partner status in the DMV computer system to reflect evaluation results.

Any dealer/business partner evaluation resulting in denial of EVR participation will receive written notification directly from Dealer Audit Unit. Denial letters will include reason for denial, Dealer Audit Unit contact number and an explanation of the dealer/business partners opportunity for a review.

3.0 Performance Standards:

To maintain eligibility in the EVR Program, a dealer or other business partners must:

- a. Process 90% of EVR eligible transactions within 120 days after first use of the EVR system.
- b. Ensure that the work processed is accurate, complete, and conforms to the policies and procedures required by the EVR program and the DMV as outlined in this document and EVR contracts.
- c. Work with a DMV quality assurance team, when necessary, to correct and improve transaction processing.
- d. Attend periodic training as requested by the EVR committee.
- e. Work with the DMV field investigators and comply with audit findings and recommendations.
- f. Review DMV Policy and Procedure updates and ensure staff compliance.
- g. Maintain two personnel trained in the EVR program by DMV or DMV's Service Provider.

4.0 Business Rules:

The following table includes business rules that govern EVR transactions. These rules apply to Dealer/Business Partner's, Service Providers and DMV as indicated. The business rules are listed here at each step in the execution of an EVR transaction and must be followed by dealers and other business partners in order to participate in the EVR program.

| Steps in Process | Dealer Business Rules | Service Provider Business Rules | DMV Business Rules |
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| Dealer accepted into EVR program. | | Provider must notify DMV at least 7 days prior to the dealers processing their first transaction in the EVR program. | EVR Program Committee manages process for acceptance. |
| Sales Department works the car deal – DMV inquiry and credit check. | <p>Registrations cannot be issued without the vehicle first being titled or application for title has been submitted. Dealers will not be able to perform any registration only transactions.</p> <p>DMV inquiries are only to be executed as part of an EVR transaction. DMV will monitor the number of inquires. Excessive numbers of inquires in relation to completed EVR transactions may result in termination from the program.</p> | | Inquiry stops will not e displayed until pending transaction is initiated. There is no way for DMV to “stop” a transaction until we know what transaction is being executed. |
| Dealer uses DMV data to enter transaction into the DMS/F&I system. Form 400 printed. | <p>The title process requires specific documents and information to be captured:</p> <ul style="list-style-type: none"> ✓ Title from Manufacturers Certificate of Origin (MCO) – <ul style="list-style-type: none"> • MCO • Title Application (Form 400) • Bill of Sale, (outline change of ownership) ✓ Title from Out of State <ul style="list-style-type: none"> • Title Application (Form 400) • Title from out of state • NCIC check is required - This check is provided by the Phoenix system. • Bill of Sale, (outline change of ownership) ✓ SC Title Transfer <ul style="list-style-type: none"> • Title Application (Form 400) • Previous SC Title • Bill of Sale, (outline change of ownership) ✓ Duplicate Title <ul style="list-style-type: none"> • Title Application (Form 400) • Lien must be already satisfied (DEALER will not be allowed to satisfy lien unless they are the lienholder) <p>SALVAGE TITLES</p> <ol style="list-style-type: none"> 1. A salvage brand is required on all Title transactions performed by the salvage company. Brands used by Salvage Companies include: Salvage. | Dealer Number is required for all dealer transactions. The dealer number and dealer name must appear on all reports. For salvage companies, we will use the customer number instead of the dealer number. | DMV computer system will check NCIC with execution of Out of State Title. |

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| | <p>Salvage-Fire, Salvage-Water, Salvage–Non-rebuildable, and Salvage-Non removable.</p> <ol style="list-style-type: none"> 2. A salvage vehicle is one that is damaged to the extent that the cost of repairing the motor vehicle, including both labor and parts equal or exceed 75% or the fair market value of the vehicle. This does not apply to a vehicle with a fair market value of two thousand dollars or less or an antique vehicle. 3. Salvage Companies will follow same rules as dealers for creating a new customer. 4. The Salvage Company will print the Application for Title (Form 400) using the salvage company laser printer and electronically submit the transaction through the EVR application. A coversheet is required for each title transaction. 5. The title with the new salvage brand will be sent to the new owner by DMV. 6. No Registration such as issuing license plates or Plate transfers can be processed by salvage companies. 7. DMV will require salvage companies to provide a daily report of all Titles set to Salvaged. <p>SALVAGE NON-REBUILDABLE LETTERS</p> <ol style="list-style-type: none"> 1. The Salvage Company will electronically submit the Salvaged Non-Rebuildable transaction through the EVR application. 2. Salvaged Non-Rebuildable letter will be printed by the Salvage Company providing necessary information (vehicle information, brand, and new owner – insurance company). 3. The Salvage company will collect the title and send the title to DMV with a daily report of all the Non-Rebuildable letters that were printed. 4. DMV will audit the reports and the titles to be assured that all Non-Rebuildable Titles have been turned in. | | |
| <p>Data imported from DMS F&I system into provider EVR system.</p> | | | |
| <p>Provider validates customer information, lien holders, and DMV inquiry. Provider loads information.</p> | <p>A Customer Inquiry will be performed the DMV Database upon starting the Title and Registration process. Customer Inquiries shall be used only for Title/Registration Transactions. The number of inquiries performed by each dealer will be monitored by DMV.</p> <p>A Customer Inquiry must be performed the Phoenix Database upon starting the Title and Registration process using a unique customer identifier such Customer Number, DL #, Plate #, VIN, or Title #.</p> <p>All customer information must match exactly with the DMV Database, for example</p> | <p>A Customer Inquiry will be performed the DMV Database upon starting the Title and Registration process. Customer Inquiry shall be used for Title/Registration Transactions.</p> <p>All customer information must match exactly with the Phoenix Database, for example first name, middle name, last name, SSN and/or date of birth.</p> <p>Otherwise the transaction will be rejected by</p> | |

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| | <p>first name, middle name, last name, SSN or date of birth. (SSN and date of birth not entered into EVR client application.) Otherwise the transaction will be rejected by DMV.</p> <p>If the customer does not exist, follow the rules and process for creating a new customer in the DMV system (Phoenix). If the customer information needs to be corrected follow rules and process for Changing Customer Information.</p> <p>Based on approved information provided by DMV, the dealer will provide the customer with such information advising them that other existing credentials may need to be updated through the DMV Branch Office.</p> <p>The dealer will provide the customer with a letter advising them that other existing credentials may need to be updated through the DMV Branch Office.</p> | <p>DMV/Phoenix. Provider client systems are not currently required to enter SSN or date of birth information. The Provider's host could return SSN and DOB information sent by DMV, back to DMV as part of the title and registration XML message.</p> <p>If the customer does not exist, follow the rules and process for DMV's creation of a new customer in Phoenix. If the customer information needs to be corrected, follow the rules and process for DMV's change of customer Information.</p> <p>Provider will not have a transaction allowing for the creation or change of customer information.</p> | |
| <p>Pending transaction created and sent to DMV. . Fee calculation, Inventory assigned, registration decal printed.</p> | <p>Title Application (Form 400), Previous Title MCO, and any supporting Bill of Sales must be present before a transaction can be initiated in the system as a "pending" or a "complete" transaction.</p> <p>Final or "completed" transaction must be submitted within 30 calendar days from initiating a "Pending" transaction. Failure to comply with these and other DMV business rules will result in termination from the program.</p> <p>Once the transaction has been started and is in the Pending status, no information that is printed on the registration card can be changed. If any of this information needs to be changed, the transaction must be backed out and started over. The information that can be changed includes: vehicle status (new or used), odometer reading, odometer status, previous title state, previous title number, agency reference number, and lien holder.</p> <p>Inventory such as License plates and Registrations card will be accounted for and will not be reissued if the pending transaction has been voided. A plate can be placed back into inventory if never issued to the customer. The clerk will indicate on system if customer received plate.</p> <p>If a pending transaction is backed out, the backout performed by the dealer will not change any customer or vehicle information updated in the DMV system during the timeframe while the transaction was in the pending status. If a suspension occurred during the time in which the transaction was in the pending status, DMV will maintain this information in the DMV system.</p> <p>Dealers and Service Providers will be notified of all transactions that exceed the 30-day pending status. On the 31st day, DMV will mail the customer a letter indicating that in 15 calendar days (46th day), the registration will be suspended.</p> <p>Dealers will be notified by Providers of any registrations that have not been completed</p> | <p>Provider must maintain their own cash drawer daily.</p> <p>Title Application (Form 400), Previous Title MCO, and any supporting Bill of Sales must be present before a transaction can be initiated in the system as a "pending" or a "complete" transaction. Final Transaction must be submitted within 30 calendar days from initiating a "Pending" transaction.</p> <p>The purchase date is a required field for a SC Title Transfer, title from MCO, and a title from out of state services.</p> <p>Customer will be given the option to donate to the "Gift of Life". Dealer will have the ability to collect this fee.</p> <p>The registration with the decal will be printed on the dealership's laser printer with the plate number on the decal.</p> <p>Provider must notify a dealer on the 31st day that a pending transaction is outstanding.</p> <p>Provider must reimburse DMV for all inventory that is missing, damaged or returned to DMV as unusable (tags/registrations for transactions not completed within 46 days). Service Providers are not financially responsible for inventory that is</p> | <p>The plate, Title and vehicle must be available for all transactions including those that were in "pending" status. – Phoenix will maintain this History File for five years.</p> <p>Pending records can be marked as "suspended" if they are older than 46 days.</p> <p>Phoenix system will support a cancel or void of pending records.</p> <p>Phoenix must support a method to correct a pending transaction. The initial record should be moved to history.</p> <p>A non-completed pending transaction should remain in history for three years.</p> <p>Phoenix must generate an error report of all transactions older than 30 days. System shall generate suspension letters to customer.</p> <p>When a pending record is completed, the pending record is moved/created in the "permanent" registration table. The pending record is deleted from the pending file.</p> <p>A pending record shall remain in the</p> |

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| | <p>within 30 days. Dealer must complete this transaction prior to the 46th day after original issuance. If transaction is not completed by 46th day, DMV will flag registration as suspended. After a registration is flagged as suspended, Dealer must collect the registration and plate from customer. The original plate must be marked as “damaged” and returned to DMV along with daily reports.</p> <p>The Title and Registration on the newly purchased vehicle must be registered within 45 days of purchase date after which such penalties will be assessed. The penalty for failure to register within 45 days is as follows:</p> <p style="padding-left: 40px;">46 to 60 days - \$10.00 61 to 75 days - \$25.00 76 to 135 days - \$50.00 Over 135 days - \$75.00</p> <p>Dealers will use all current DMV forms. All Title transaction will use the Title Application (Form 400).</p> <p>If a dealer is performing a “Courtesy Delivery” type transaction, the PTO form sent to DMV must include a notification of the dealer selling the vehicle and indicate a courtesy delivery.</p> <p>The EVR system will begin/initiate the process of issuing a South Carolina Title. The following Titles will be included in the EVR process:</p> <ol style="list-style-type: none"> 1. Title from Manufacturers certificate of Origin (MCO) is used to issue a title from a manufacturer’s certificate of origin. In combination with this title service, a new license plate can be issued or a plate can be transferred. This is also known as an MSO (manufacturer’s statement of origin). 2. Title from Out of State - is used to issue a title to a vehicle entering SC from another state. The vehicle could have been purchased by a SC resident from an out of state dealer or individual, or it could be a vehicle owned by a new SC resident. In combination with this title service, a new license plate can be issued or a plate can be transferred. 3. SC Title Transfer - is used to transfer ownership of a vehicle that is already titled in SC. In combination with this title service, a new license plate can be issued or a plate can be transferred. 4. Duplicate Title – is used for the SC Title with no lien or when the lien has already been satisfied. DMV will mail to the owner of the vehicle. <p>A title for a leased vehicle will list the leasing company as the primary owner; the lessee will not appear on the title. When processing the registration the leasing company will appear on the registration card and the lessee will appear on the registration card as “%” For example if GMAC owns the vehicle leased to Jane Smith Doe, the title would read GMAC, 1221 Peachtree Street, Atlanta, GA 30309 if that is the address of the lessor, and the registration will indicate GMAC%Jane Smith Doe 111 Main Street Columbia, SC 29202.</p> | <p>damaged during shipment or responsible for inventory that can not be used due to a manufacturer’s defect.</p> <p>DMV reserves the right to review and set the quality standards of documents produced by dealerships.</p> <p>Provider will provide the dealer with plates, stickers and registration card. The plate and the validation and month stickers will be issued to the customer from the dealer’s inventory. The plates and validation stickers will be marked as issued on the inventory file.</p> <p>When a customer wants to transfer their existing plate but must renew the registration the dealer will issue a sticker and registration card on the new vehicle only if the customer has paid their taxes and the taxes paid indicator is updated on the old vehicle registration record. The transaction will be stopped if the DMV system has not been updated to reflect that the taxes have been paid.</p> <p>If a dealer is performing a “Courtesy Delivery” type transaction, the dealer performing the Title and Registration Transaction is the dealer number required on the transaction. The PTO form sent to DMV must include a notification of the dealer selling the vehicle and indicate a courtesy delivery.</p> <p>Provider will submit to DMV a daily aging report of transactions that have been in pending status for more than 30 days. The report needs to be sorted by dealership and include dealer number, dealer name, VIN, make of vehicle, tag number, seller name, title number, date of sale, and date the tag was issued. The 30 days begins from the date the tag was issued.</p> <p>TITLE WITH TRANSFER AND REPLACE The update message must include the plate being replaced and the new plate; the old plate will be marked as inactive once it is replaced with the new plate.</p> | <p>pending file until it is either completed or canceled/voided by PROVIDER/Dealer. If the transaction is canceled or voided, a history record must be created.</p> <p>All pending transactions must be available for access by Law Enforcement and DMV employees via Phoenix Tables.</p> <p>Phoenix must generate a report listing all license plates flagged as Missing or Damaged by Provider. This report should be used by DMV accounting to charge Provider for inventory. Title Processing should also use the report to identify/reconcile the plates owed to DMV by the Dealers.</p> <p>Phoenix must generate an error report of all late EVR transactions.</p> <p>All OOS title transactions must be checked by NCIC.</p> <p>Phoenix must support a method to place plates/registrations back in EVR inventory once EVR user indicated plate/registration never placed on vehicle for use.</p> |
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| | <p>When printing the registration and there is more than one owner, the order of the owners is important. Designate the primary owner, which must be sent in the update message. The primary owner should be entered first.</p> <p>An odometer reading is required for all vehicles less than ten years old unless the 'Exempt' legend is applied. Vehicles that do not have odometers, such as mobile homes, golf carts, houseboats, and trailers (travel, utility, and camping) will automatically have the exempt legend applied. If the odometer reading is decreased from its last known value, the user must apply an odometer legend of 'Exceeds Mechanical Limits' or 'Not Actual Mileage'.</p> <p>Dealer will provide one vehicle identifier (VIN or Title Number) to identify the vehicle in the vehicle inquiry transaction.</p> <p>When a VIN is entered, it will be required to be validated by the R.L. Polk's VINA Package.</p> <p>If there are several vehicles on file with the same VIN, contact DMV.</p> <p>A VIN cannot contain any embedded spaces.</p> <p>When recording a lien the lien date is a required field to proceed and must be specified.</p> <p>The model year must be entered for all vehicles. It must contain a value that is not less than 1901.</p> <p>The Agency Reference Number is a freeform field that is optional and is for informational purposes only and will print on the title. It can be used to enter an insurance claim number for a salvage vehicle or a state department code for a government owned vehicle. This field does not have any editing restrictions. It can be entered during any title service. This field is typically used for fleets.</p> <p>Relationship Type – Indicates the relationship between the customers. If more than one owner is indicated, the user must specify whether the relationship type is “and” or “or” or select one of the other relationship codes.</p> <table border="1" data-bbox="504 1144 1018 1396"> <tr><td>CUS</td><td>CUSTODIAN</td></tr> <tr><td>DBA *</td><td>DOING BUSINESS AS</td></tr> <tr><td>DIV</td><td>DIVISION OF</td></tr> <tr><td>EXE</td><td>EXECUTOR</td></tr> <tr><td>GUA</td><td>GUARDIAN</td></tr> <tr><td>LIV *</td><td>LIVING TRUST</td></tr> <tr><td>POA *</td><td>POWER OF ATTORNEY</td></tr> <tr><td>REV</td><td>REVOLVING TRUST (requires relation date)</td></tr> <tr><td>SRV</td><td>SURVIVORSHIP</td></tr> <tr><td>SUR</td><td>SURVIVOR</td></tr> </table> | CUS | CUSTODIAN | DBA * | DOING BUSINESS AS | DIV | DIVISION OF | EXE | EXECUTOR | GUA | GUARDIAN | LIV * | LIVING TRUST | POA * | POWER OF ATTORNEY | REV | REVOLVING TRUST (requires relation date) | SRV | SURVIVORSHIP | SUR | SURVIVOR | <p>The dealership will issue the new plate and registration card with decal from their inventory using the EVR system.</p> <p>TITLE WITH TRANSFER, RENEW AND REPLACE</p> <p>This transaction can only be performed if the customer has paid their taxes and the paid indicator is updated on the vehicle registration record.</p> <p>The customer can receive a new plate of the same plate class (renew and replace).</p> <p>When replacing a plate, a new registration card with decal will automatically be printed on the dealership's laser printer.</p> <p>The dealership will issue the new plate and registration card with validation and month stickers from their inventory.</p> | |
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If a customer chooses to purchase a new license plate, a property tax bill will be sent to the customer by the county within 120 days of the issue date of the license plate.

Property taxes for registered vehicles are assessed based on the county of the customer's physical (residential) address, as it is included in the DMV system. If the customer's address is an address other than the physical address, after the vehicle is registered the customer must contact the DMV (at a DMV office, through the mail, or on the web) to add/change the vehicle's address. The DMV web address is www.SCDMVOnline.com.

Dealer Number and Dealer Name is required information for all dealer sales and both should be listed on all reports/paperwork submitted by Dealers to DMV. Title with Renewal and Transfer can be done within three months of expiration date of the plate being transferred provided NO Tax Stops exist (taxes paid must have been updated in the DMV Phoenix system).

If the customer tries to renew the registration but the DMV record does not reflect that the county taxes have been paid, a stop will be returned. If the stop is still showing after the customer has paid their taxes, the customer will have to go to DMV to get the tag renewed but will still have to follow the existing process.

EVR will have the ability to process Title with Renew and Transfer plate unless there is a Tax stop that will direct customer to complete this transaction at the DMV office. If the stop is still showing after the customer has paid their taxes, the customer will have to go to DMV to get the tag renewed.

DUPLICATE TITLE AND DUPLICATE REGISTRATION

When a new duplicate title is issued, DMV assigns a new title number and marks the original title as canceled.

Often a customer does not have the title for the vehicle they're trading in. As a result, the dealership must apply for a duplicate title. The dealership will print the Application for Title and Duplicate Title (Form 400) and enter the information into the EVR system. DMV will process the application and mail the title to the owner or lien holder if the lien has not been satisfied on DMV files. There is no planned exception to allow the title to be mailed to the dealership.

If the customer requests the need to have more than one registration card, the original EVR transaction will have the ability to specify the number of registration cards to be printed. If the original CVR transaction has already been completed, the customer can request a duplicate registration card through the DMV website. If a change of address is needed, the customer can also request a change of address through the DMV

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| | <p>website.</p> <p>If a registration card gets jammed in the printer, the dealer will have the ability to Reprint Registration. The original decal that was to be used will no longer be active once the reprint decal has been printed.</p> <p>ALERTS</p> <p>Alerts should be presented to dealer when inquiring on a customer. Alerts will not prevent the user from performing a transaction. Alerts are used for informational purpose and may include additional instructions in the comment field. The user may see the following alerts:</p> <p>Fraudulent Documents – Entered when a customer has used fraudulent documents to perform a transaction. This alert is for informational purposes for the dealer; the dealer should determine how to use this information.</p> <p>Cash only accepted – Entered when the dishonored check process. Customer has presented a dishonored check to the Department. This alert is for informational purposes for the dealer; the dealer should determine what methods of payment will be allowed.</p> <p>Duplicate Customer- Entered when more than one record exists for a customer. Comment text box will direct you to the correct customer. Customers with this alert will have an inactive status. User should attempt to obtain the correct customer number by using the driver license number or use process to obtain a customer number and include the inactive customer number.</p> <p>Positive ID Required – Alerts you that the customer must present a form of positive ID before a transaction can be performed. Often used when one person has used another person’s identification or when a person may have used fraudulent means to obtain the credential. This alert is for informational purposes for the dealer; the dealer should determine what methods of payment would be allowed.</p> <p>STOPS</p> <p>The Phoenix System will check for various types of stops. All stops must be cleared through DMV before the titling transaction can proceed. Some of the stops include:</p> <p>If the customer tries to renew the registration but the DMV record does not reflect that the county taxes have been paid, a stop will be returned.</p> <p>Dealer will have the ability to process Title with Renew and Transfer plate unless there is a Tax stop that will direct customer to complete this transaction at the DMV office.</p> <p>If the vehicle is reported stolen, the transaction will have to be stopped.</p> | | |
|--|---|--|--|

If a stop is displayed that has “RG” in the description or “FR” in the description, the stop will need to be cleared before proceeding with the transaction. Dealer will need to contact DMV to determine what is needed to clear the stop. Customer may need to go to DMV to clear the stop. “RG” is a registration stop. “FR” is a financial responsibility stop.

SUSPENSIONS

By law someone with a suspended tag cannot transfer that tag to a newly purchased vehicle without first clearing the suspension through the local DMV. Inform the customer that the vehicle has a suspension that must be cleared before the title can be transferred. Customer level suspensions prevent the customer from registering a vehicle until the suspension is cleared. Vehicle level suspensions only refer to a specific vehicle.

These suspensions stop the issuance of Title or Registration:

| DESCRIPTION | Law Code | CUSTOMER OR VEHICLE |
|--|------------|---------------------|
| Cancellation of Insurance | 56-10-240 | Vehicle |
| Operating or allowing the operation of an uninsured | 56-10-270 | Customer |
| Financial Responsibility Accident (owner only) | 56-9-351 | Customer |
| Non-payment of Judgment- Accident | 56-9-430 | Customer |
| Default in Installment – Accident (owner only) | 56-9-354 | Customer |
| Failure to deposit security for an out of state accident | 56-9-357 | Customer |
| Failure to maintain proof (SR-22) (affects tag and | 56-9-610 | Customer |
| Random Sampling | 56-10-553c | Vehicle |
| UM – Uninsured Motorist Ticket (owner only) | 56-10-520 | Customer |
| Insurance Verification Request | 56-10-520 | Vehicle |
| Providing False Information | 56-10-520 | Vehicle |
| Judgment Default (owner only) | 56-9-535 | Customer |
| No Proof at time of Accident (owner) | 56-10-530 | Customer |

| | | | | | | | | | | | | |
|---|--|--|--|----------|-----------------------------|-----------|---------|---|-----------|----------|--|--|
| | <table border="1"> <tr> <td>No Proof at time of Accident (owner)</td> <td>56-10-530</td> <td>Customer</td> </tr> <tr> <td>Disqualified for UM Program</td> <td>56-10-535</td> <td>Vehicle</td> </tr> <tr> <td>Failure to Show Proof of Insurance at Time of Stop (DL Suspension only)</td> <td>56-10-225</td> <td>Customer</td> </tr> </table> | No Proof at time of Accident (owner) | 56-10-530 | Customer | Disqualified for UM Program | 56-10-535 | Vehicle | Failure to Show Proof of Insurance at Time of Stop (DL Suspension only) | 56-10-225 | Customer | | |
| No Proof at time of Accident (owner) | 56-10-530 | Customer | | | | | | | | | | |
| Disqualified for UM Program | 56-10-535 | Vehicle | | | | | | | | | | |
| Failure to Show Proof of Insurance at Time of Stop (DL Suspension only) | 56-10-225 | Customer | | | | | | | | | | |
| DMV posts pending transaction to “pending file”. | | | Transactions that are in the “pending” status will be available to Law Enforcement and DMV staff. | | | | | | | | | |
| Provider sends completed transaction. | <p>The dealer enters completed transaction into system.</p> <p>The following items may be changed in the transaction record:</p> <ol style="list-style-type: none"> 1. New and Used Code - Printed on Title 2. Odometer legend 3. Odometer Reading 4. Previous Title State Code - Used for Out Of State Vehicle 5. Previous Title Number - Used for Out Of State Vehicle 6. Agency Reference number - Printed on Title 7. Lienholders | <p>Transaction Dates – Registration Card is issued on the date of sale but the final completion message is not sent until the deal is finalized for a 2 step deal. The data of sale is the date that the customer takes possession of the vehicle.</p> <p>The Date of Issue is the date printed on the registration and it must be sent to DMV in the final completion message. The Phoenix database must match the registration card. The date of issue is the date that the Service Provider prints the registration and decal for the vehicle.</p> <p>The date of issue should be used to determine compliance with all reporting periods and reporting activity (i.e. Provider has 30 days form the date of issue to report the final completion transaction).</p> <p>ELECTRONIC FUNDS TRANSFER</p> <p>PROVIDER is authorized to collect, and shall collect from participating dealer, all fees, payments, taxes, penalties and other sums accepted by such dealer in connection with vehicle titling, registration, registration renewal and other approved services provided by the dealer.</p> <p>PROVIDER in turn will transfer such funds, via Electronic Funds Transfer (EFT) to the account of the DMV the next business day after the electronic vehicle title and registration information updates the DMV Phoenix system (after the completed transaction). The customer will be advised to visit a DMV Branch office to get refund or to request</p> | <p>All transactions received by DMV for a Dealer under probation must be placed in suspense to allow review/audit of this work.</p> <p>No title will be printed for a dealer under probation until supporting paperwork has been reviewed and approved by DMV.</p> | | | | | | | | | |

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| | | <p>by mail.</p> <p>The DMV account will not be debited at any time by PROVIDER.</p> <p>In generating the EFT transmission files and transmitting the title and registration records to the DMV Phoenix system, PROVIDER will generate a Transaction List Report and submit electronically to DMV daily. This report will contain the transaction count and revenue amounts collected from each agent and deposited to the account of the DMV.</p> <p>PROVIDER to generate monthly report (by dealer) of all pending transactions created, completed transactions created and all DMV inquiries generated through the EVR system.</p> | |
| DMV posts completed transaction to DMV database. | | | |
| Dealer sends paperwork/reports to DMV. | <p>All supporting paperwork (title applications, etc) must be submitted to DMV within 24 hours.</p> <p>Dealers must submit all reports, including daily activity reports, inventories of license plates and validation decals and any other report required by the DMV, and in all other respects to comply with the statutes, regulations, policies and procedures governing the South Carolina Department of Motor Vehicles.</p> <p>Dealers must submit a report of missing or stolen validation stickers and recovered license plates to DMV along with their daily report.</p> <p>All voided plates provided to customer and placed on vehicle will be sent back to the DMV Headquarters with daily reports.</p> <p>Dealers must deface voided validation decals by punching holes through the validation decals and retaining the voided validation decals with their copy of their daily report.</p> <p>Dealers will send the pink copy of the PTO form to the local DMV Branch Office on a weekly basis.</p> <ol style="list-style-type: none"> 1. Daily Report including dealer number to submitted each day. Dealer must print a report of all title and registration transactions completed the prior business day. The Daily report is sent to DMV the same day along with the supporting documentation. | <p>The Date of Issue must be included in the daily report for every transaction completed.</p> <p>All supporting documents and registration paperwork must be forwarded to the headquarters DMV office. The follow-up paperwork will be expected by the DMV for further processing within 24 hours of the "Complete" transaction date.</p> | |

| | | | |
|-------------------------------|---|--|---|
| | <p>2. The dealer must send documentation supporting each completed transaction to the DMV in the daily report. Documentation must be submitted per DMV procedures.</p> <p>3. DMV holds the right to review the quality of forms and documents produced by dealers (i.e. Registration Card) and deem them acceptable.</p> <p>4. Record Retention (manner of retention will be reviewed by DMV).</p> <ul style="list-style-type: none"> • A dealer must maintain and retain all records and documents relating to a transaction within the EVR transaction system in a manner, which is necessary to perform all applicable audits. Records shall be maintained for a period of five (5) years from the time it takes place. Dealers shall make them available for inspection and audit by authorized representatives of the DMV during normal business. • All records less than one year old shall be made available for inspection or audit at any time by an authorized representative of the DMV, or designee at a location designated within the State of South Carolina without advance notification. | | |
| DMV audits paper work. | | | <p>Phoenix must provide a screen to : 1) Inquire against all completed transactions by date range and dealer number or VIN and remove a title from suspense (select individual or select all transactions returned). 2) Indicate that title work failed audit and print letter to PROVIDER/Dealer.</p> <p>Current reports list all titles in suspense. Titles placed in suspense due to Dealer probation may need new suspense code to distinguish between the two conditions (normal vs. dealer probation).</p> <p>DMV will need a report of all titles in suspense due to dealer probation and a report of all that have been marked as "failed audit".</p> |
| DMV prints title. | | | |

4.1 Inventory Business Rules

The following section lists inventory business rules for the EVR program in SC. These rules must be observed and followed to participate in the program.

1. All inventories will be accounted for by the dealer/business partner and will be reported to DMV by the Service Provider. DMV reserves the right to audit inventory levels at the Provider's Warehouse and any participating dealer/business partners. Dealer/Business Partners are required to following DMV and Provider's inventory procedures.
2. All damaged inventory identified by dealer must be accounted for (marked as damaged) and sent back to the Provider's warehouse where it will be reconciled and sent to the DMV/DPS Supply Warehouse, 400 Broad River Road, Columbia, South Carolina 29212. Inventory found to be damaged by Service Provider will be updated as "Damaged" and returned to DMV. DMV must receive this inventory within 30 days of the damaged status.
3. If a dealership goes out of business or no longer participates in the program, all DMV inventory must be recovered and sent to Provider. Unused inventory may be reissued to another dealership once it returns to the Provider's Warehouse.
4. All expired, damaged, and voided inventory must be returned to Provider where it will be reconciled and sent to the DMV warehouse.
5. Provider is required to stock selected license plates, registration certificates without a decal, registration certificates with decal, and month decals in their Supply warehouse. DMV must approve this warehouse for storage of DMV inventory.
6. Provider will order the initial supply of plates, registration certificates without decals, registration certificates with decal, and month decals. Provider should allow 10 business days for processing and delivery. A rush order may be faxed to the DMV warehouse (803-896-8140) and picked up by Provider. All plates must be ordered in denominations of 10's or 100's. Registration Decals must be ordered by the case (2000 per case), and Month Decals must be ordered by the box. Initial Supply to Provider will be equal to the Dealer(s) expected 3-month supply. Future orders by a Provider will be evaluated by DMV Inventory based on Inventory Usage Report to be supplied to DMV weekly by Provider. DMV reserves the right to limit quantities or request excessive stock to be returned to DPS Supply Warehouse. Provider may place as many orders as needed to achieve an adequate level of inventory. Provider will request Inventory on an order form provided by DMV.
7. Provider is responsible for reordering and specifying what quantity and type of plates, registration certificates without a decal, registration certificates with decal, and month decals per DMV procedures.
8. Provider will follow DMV procedures regarding inventory re-order points. No stock piling will be allowed. DMV has the final approval of the quantity of stock issued to Provider. Provider will issue the plates to the dealers in sequential order, and the dealers will issue the plates to the customers in sequential order. Inventory

- items are maintained sequentially. All inventory is issued in ascending sequential order on a first received basis; agents may not select a plate randomly to be issued. Provider orders will be evaluated by DMV Inventory based on Inventory Usage Report to be supplied to DMV weekly. DMV reserves the right to limit quantities or request excessive stock to be returned to DPS Supply Warehouse.
9. Upon receipt of the assigned inventory, the Provider will immediately verify the inventory shipment against the packing slip. Provider becomes responsible for all inventories. Any discrepancies between the packaging slip and the inventory shipment should be brought to the attention of DMV at the time of delivery. Provider will contact DPS Supply (DMV warehouse) by phone immediately upon discovery.
 10. If Provider discovers plates, registration certificates without a decal, registration certificates, and month decals with decal are missing, DMV must be notified by phone within 24 hours, or next business day. A written statement must be sent to DMV within 48 hours with all known facts. Additionally, if these items are found to be stolen, the Provider or Dealer/Business Partner should contact the appropriate law enforcement agency. Dealer Audit will conduct an investigation to ensure that Provider or Dealer/Business Partner adhered to the required inventory process.
 11. Provider is responsible for ensuring that all dealer/business partners have acceptable procedures to ensure security of license plates and decals and that these procedures are followed. Plates, registration certificates without a decal, and registration certificates with decal must be secured in a locked area during non-business hours. Provider and the dealer/business partner are responsible for the security of all inventory.
 12. Only authorized users are allowed to access inventory.
 13. Two Decals are placed on plate: "Month" decal (not an inventory controlled item) and the "Year" (Validation) decal.
 14. Inventory used for a transaction that has been voided must be accounted for. The inventory status will be updated as Non-Useable/Damaged and the inventory will not be able to be re-issued. All Non-useable inventories must be returned to the Provider's Warehouse where it is reconciled and returned to DMV based on DMV procedures. All voided inventory must be returned with bundle report daily.
 15. Dealer/Business Partners will mark Inventory as Missing or Damaged in the Service Providers inventory system. Dealer/Business Partners and Providers will be responsible for the cost of damaged and missing inventory(excluding inventory that is damaged during shipment or can not be used due to manufacturer's defect.). **Dealer/Business Partners will be charged \$12.00 per voided/damaged/missing plate.** A plate can be placed back into inventory if never issued to the customer. The clerk will indicate on system if customer received plate. Plates which are returned to inventory will not be charged the \$12.00 fee.
 16. Dealer/Business Partners will receive their inventory from Provider. The plates

that Provider may order from DMV include the following:

| Plate Class | Plate Class Description |
|-------------|------------------------------|
| CUT | CLEMSON UNIVERSITY |
| CUU | UNIVERSITY OF SOUTH CAROLINA |
| GT | IN GOD WE TRUST |
| USA | UNITED WE STAND |
| TA | TRUCK ANNUAL |
| TR | TRUCK (BIENNIAL) |
| ZZ | MOTORCYCLE |
| RP | REGULAR PLATE |
| CT | CAMPER TRAILER |

17. Provider will provide DMV with an inventory report listing the inventory held by provider and each dealer/business partner (by item and total quantity) including the status of the inventory.
18. Provider will follow DMV procedures for shipment of inventory. Provider will pay for the costs to ship inventory to the Provider's warehouse.
19. Each dealer/business partner must maintain a record of inventory in the following status, issued, voided, missing, damaged and on hand.
20. All license plates, validation decals and any other title or registration material must be issued to customer in accordance with current DMV procedures.

5.0 Security Requirements

The following requirements and business rules must be observed by all DMV business partners (Dealer/Business Partners and Service Providers):

1. Dealer/Business Partners must abide by all applicable state and federal privacy laws to ensure the integrity and confidentiality of DMV customer data.
2. DMV Registration Form 491-AVs and 491-A's are classified as temperature sensitive and must be maintained in a climate-controlled environment at all times (40-85 degrees).
3. Dealer/Business Partner employees who are EVR users must work in a secure location. The area should not be accessible to the general public.
4. Dealer/Business Partner employees who are EVR users must have lockable storage at their workstation.
5. Dealer/Business Partner employees who are EVR users must secure all DMV inventory whenever they leave their workstation.
6. Dealer/Business Partner employees who are EVR users must have a working shredder to be used in the destruction of forms, paperwork, etc. that list sensitive DMV information, such as DMV customer data and vehicle information.
7. Dealer/Business Partner must submit a written security plan for the control of all DMV inventory if requested by the EVR Committee.

8. Dealer/Business Partner must submit a floor plan similar to an architectural floor plan if requested by the EVR Committee. This plan should clearly designate the EVR processing area.
9. Dealer/Business Partner will limit the handling of DMV inventory to authorized users only.
10. Dealer/Business Partner will keep funds received for registration, title or sales taxes separate from funds received from Dealer/Business Partner's other business activities not related to EVR (that is, do not commingle funds).
11. Dealer/Business Partner will ensure that records are kept in a business like manner at the dealer/business partner's site of business.
12. Dealer/Business Partners who employ new EVR system users (title processing agents/title clerks) must notify the DMV and their Service Provider within 24 hours. New users will not be allowed to enter EVR transaction into the system until they have been fully trained by the Service Provider.
13. Each Dealer/Business Partner, upon acceptance into the program, will operate on a "probationary" period for the first 30 days. During this period, all paperwork and activity will be audited and approved by DMV. No title will be printed before paperwork is audited and approved.

6.0 Technical Standards

6.1 Overview

The South Carolina DMV offers a set of transactions in support of electronic titling and registration of vehicles. Any DMV approved third party vendor can interface with the SC DMV system transmitting requests for vehicle information, customer numbers and names and submitting requests to title and register vehicles. Through these transactions, third party vendors will have the information required to print registration cards and issue selected plates to their customers. This system was designed to enable the SC dealers the ability to issue plates and registration cards to customers who purchased a vehicle at their dealership. Registration card stock and plates will be located at the third party vendor's secured location and be issued as part of the transactions.

The appendixes provide additional information about the transactions.

- Appendix A provides the list of required data elements for each transaction.

- Appendix C contains the business rules for calculating the plate expiration and decal expiration for the registration renewal transaction.

6.2 Transaction Details

The following sets of transactions are provided in support of electronic filing of title and registration transactions.

Vehicle Inquiry

The vehicle inquiry requires a VIN, existing plate, or existing title number. The returned information is the most current information on the vehicle including plate expiration date, decal expiration date, current owner(s), and current lessee(s) if the vehicle is leased, odometer reading, and current registered weight.

Customer Inquiry

The customer inquiry will allow the vendor to obtain information on a specific customer. The customer inquiry transaction requires the one of the following criteria: Driver License Number, Vehicle plate, DMV customer number, Social Security Number or Federal Employers Identification Number. The transaction returns the current customer name, residential address and mailing address if one exists.

Title and Registration Updates

The title and registration transactions update the DMV system with the title and registration information necessary to obtain a title, issue a plate, and print a

registration card. All titles submitted using this transaction are printed at DMV. The third party vendor software should be able to print a registration card identical to one printed on the DMV system.

The current transactions support the following types of title transactions:

- Title from Manufacturers Certificate of Origin (MCO)
- Transfer of a SC Title
- Out of State (OOS) Title

In conjunction with the title transaction the following type of registration transactions are supported:

- New registration – limited to types of plates DMV will allow
- Transfer of an existing SC plate
- Transfer and renew of an existing SC plate
- Transfer and replace an existing SC plate – Replaced plate must be the same type as the plate being transferred.
- Transfer, renew and replace an existing SC plate – Replaced plate must be the same type as the plate being transferred.

The title and registration update message occurs in two phases. The reason for this design is to allow the customer to be issued a plate/registration when the financing for the vehicle is not yet finalized. The Update Phase 1 transaction performs all the edits necessary to ensure a successful update to the DMV system. The Update Phase 2 transaction updates the DMV systems with the title and registration information as applicable. Fees are returned on both the Update Phase 1 and Update Phase 2. The Update 2 transaction must follow within 45 days of the Update 1 transaction. If any lien data changes between the Update 1 and Update 2 message, only the lien data from Update 2 message are recognized.

A limited amount of information can change from the Update Phase 1 transaction to the Update Phase 2 transaction. Information that can be updated is limited to information not printed on the registration card and information not used in the calculation of fees. Information that can be updated includes the following:

- Odometer reading and odometer legend
- OOS title number and state designation
- Lien holder information

Appendix A will provide a list of all data elements for the update transactions to successfully complete. Appendix C provides the business rules for calculating the expiration dates for the plates and decals for the renewal process.

Void

At time it will be necessary to void a transaction submitted to DMV. DMV business rules dictate the timeframe for voiding a transaction. The dealer cannot reuse inventory issued with any transaction that is voided. The voided transaction must contain both the VIN and the transaction number to be voided in addition to

the audit information such as dealer number. The following business rules apply:

- The transaction being voided must have been successfully completed.
- The dealer number must be the same for the voided transaction as well as the transaction being voided.
- The following types of transaction can be voided: UPD1 (title and registration phase 1), UPD2 (title and registration phase 2), SALV (salvage vehicle), DUPT (duplicate title)
- Update Phase 2, salvage, and duplicate title can only be voided on the same day.
- Update Phase 2 transaction must be voided before the Update Phase 1 transaction is voided.

Reprint

A reprint of a registration card with decal is supported by the system in case of printer error. This transaction issues a decal from the dealer's inventory. This is not intended for use as a duplicate registration function.

Appendix A

Customer Inquiry Message

| Field Name | Data Type | Size | Comment | Domain |
|---|-----------|------|-----------------------|--------------------------|
| Customer Inquiry | | | | |
| Message Type | Char | | 8 required | CINQ |
| Submitting Dealer Number | Number | | 9 required | SC Dealer Number |
| Customer Number | Number | | 9 One Field required | |
| Driver License Number | Number | | 10 One Field required | |
| SSN | Char | | 9 One Field required | |
| Federal Tax ID | Char | | 9 One Field required | |
| Plate Number | Char | | 8 One Field required | |
| Returned Data | | | | |
| Error Code | Number | | 5 | |
| Error Message | Char | | 80 | |
| Suspension Indicator | Char | | 1 Y/N | Y/N |
| Customer Information Returned - Multiples possible | | | | |
| Customer Number | Number | | 9 | |
| Customer Status | Char | | 8 | Active,Inactive,Deceased |
| Customer(Individual) | | | | |
| Last Name | Char | | 30 | |
| First Name | Char | | 20 | |
| Middle Name | Char | | 20 | |
| Suffix | Char | | 3 | Jr,Sr,I,II,III,IV,V... |
| Date of Birth | Date | | | |
| SSN | Char | | 9 | |
| Customer (Business) | | | | |
| Business Name | Char | | 50 | |
| Federal Tax ID | Char | | 9 | |
| Government Fee Indicator | Char | | 1 Y,N | Y,N |
| Physical Street 1 | Char | | 30 | |
| Physical Street 2 | Char | | 30 | |
| Physical City | Char | | 28 | |
| Physical State | Char | | 2 | |
| Physical Zip Code | Char | | 9 | |
| Physical County Code | Number | | 2 | DMV Code Table |
| Physical Country Code | Char | | 5 | |
| Mail Street 1 | Char | | 30 | |
| Mail Street 2 | Char | | 30 | |
| Mail City | Char | | 28 | |

| | | | |
|-------------------|--------|---|----------------|
| Mail State | Char | 2 | |
| Mail Zip Code | Char | 9 | |
| Mail County Code | Number | 2 | |
| Mail Country Code | Char | 5 | DMV Code Table |

Vehicle Inquiry Message

| Field Name | Data Type | Size | Comment | Domain |
|----------------------------|-----------|------|-----------------------|------------------|
| Vehicle Inquiry | | | | |
| Message Type | Char | | 8 required | VINQ |
| Submitting Dealer Number | Number | | 9 required | SC Dealer Number |
| Title Number | Char | | 13 One Field required | |
| VIN | Char | | 30 One Field required | |
| Plate | Char | | 8 One Field required | |
| Returned Data | | | | |
| Error Code | Number | | 5 | |
| Error Message | Char | | 80 | |
| Stop Indicator | Char | | 1 | Y,N |
| VIN | Char | | 30 | |
| Vehicle Number | Number | | 9 | |
| Model Year | Number | | 4 | |
| Model Desc | Char | | 30 | |
| Vehicle Make | Char | | 4 | |
| Empty Pounds Weight | Number | | 8 | |
| Body Style | Char | | 3 | DMV Code Table |
| Title Type | Char | | 2 | |
| Title Suffix | Char | | 1 | A-E |
| Title Number | Char | | 13 | |
| Title Status Code | Char | | 3 | DMV Code Table |
| Salvage Percent | Number | | 9 | |
| Title Relationship Type | Char | | 3 | AND,OR |
| Purchase Date | Date | | | |
| Odometer Reading | Number | | 9 | |
| Odometer Legend | Char | | 3 | DMV Code Table |
| New/Used Indicator | Char | | 1 | |
| Title Duplicate Indicator | Char | | 1 Y,N | Y,N |
| Vehicle Type | Char | | 1 | |
| Registration Status Date | Char | | 10 | |
| Registration Status Code | Char | | 4 | DMV Code Table |
| Registration Relation Code | Char | | 1 AND,OR | AND,OR |
| Plate Year | Number | | 4 | |
| Plate Expiration | Char | | 10 | |
| Plate Class | char | | 5 | DMV Code Table |
| Plate No | Char | | 8 | |
| NAIC | Number | | 5 | |
| Leased Ind | Char | | 1 | Y,N |
| Insurance Company Name | Char | | 50 | |
| GVW | Number | | 9 | |

| | | | |
|-------------------------------|--------|----|----------------|
| Decal Expiration | Char | 10 | |
| Insurance Policy Number | Char | 25 | |
| Owner Customer(S) | | | |
| Customer Number | Number | 9 | |
| Last Name | Char | 30 | |
| First Name | Char | 20 | |
| Middle Name | Char | 20 | |
| Suffix | Char | 3 | |
| Business Name | Char | 50 | |
| Relation Code | Char | 3 | |
| Order Code | Char | 3 | |
| Leased Customer(s) | | | |
| Customer Number | Number | 9 | |
| Last Name | Char | 30 | |
| First Name | Char | 20 | |
| Middle Name | Char | 20 | |
| Suffix | Char | 3 | |
| Business Name | Char | 50 | |
| Relation Code | Char | 3 | |
| Order Code | Char | 3 | |
| Addresses (multiple) | | | |
| Address Description | Char | 25 | |
| Address 1 | Char | 30 | |
| Address 2 | Char | 30 | |
| City | Char | 28 | |
| State | Char | 2 | |
| Zip | Char | 9 | |
| Title Brand(s) | Char | 3 | DMV Code Table |
| Lien Info(multiple) | | | |
| Lien Number | Number | 2 | 1-99 |
| Lien Customer Number | Number | 9 | |
| LienHolder Name | Char | 73 | |
| Lien Date | Date | | |
| Satisfaction Date | Date | | |
| Lien Address | Char | 30 | |
| Lien City | Char | 28 | |
| Lien State | Char | 2 | |
| Lien Zip Code | Char | 9 | |
| Lien Order Code | Char | 1 | |
| Title Suspense Info(multiple) | | | |
| Title Suspense Code | Char | 3 | DMV Code Table |
| Title Suspense Effective Date | Date | | |

Title Suspense Expiration Date
Date

Update 1 Message

| Field | Data Type | Size | Comments | Domain |
|------------------------------------|-----------|------------|-----------------------------------|---|
| Update Message Request Data | | | | |
| Message Type | Char | | 8 required | UPDATE1 |
| Service Function | Char | | 8 required | Title MCO - TTLMCO, SC Trans 'SCTXFR', Title OOS - 'TTLOOS', Duplicate Title 'DUPT' Cancel Title 'CANCLTTL' (salvag No registration - '0' New Plate - '1' Plate Transfer - '2' Renew & transfer - '3' Transfer and Replace - '4' Renew Transfer and replace '5' |
| Registration Service Ind | Char | | 1 required | |
| Office ID | Char | | 4 required | |
| Transfer SC Title | Char | | 13 required for SC title transfer | |
| Transfer Plate | Char | | 8 required for plate transfer | |
| Submitting Dealer Number | Number | | 9 required | SC Dealer Number |
| VIN | Char | | 30 required | |
| Model Year | Number | | 4 required | |
| Model Desc | Char | | 30 required | |
| Vehicle Make | Char | | 4 required | VINA |
| Empty Pounds Weight | Number | | 8 required | |
| Body Style | Char | | 3 required | DMV Code Table |
| Odometer Reading | Number | | 9 required | |
| Odometer Legend | Char | | 3 required | DMV Code Table |
| Gift of Life Amount | Decimal | S9(7)V9(2) | | |
| Owner Customer(S) - max 4 | | | | |
| Customer Number | Number | | 9 required | |
| Order Code | Char | | 3 required | A-Z |
| Relation Code | Char | | 3 optional | DMV Code Table |
| Relationship Date | Date | | optional | |
| Last Name | Char | | 30 required for individual | |
| First Name | Char | | 20 | |
| Middle Name | Char | | 20 | |
| Suffix | Char | | 3 | |
| Business Name | Char | | 50 required for business | |
| Lien Info(multiple) Max 4 | | | | |
| Lien Number | Number | | 2 required | 1-99 |
| Lien Order Code | Char | | 1 required | A-Z |
| Lien Customer Number | Number | | 9 required | |

| | | | |
|-------------------------------|--------|-----------------------------------|--|
| Lien Date | Date | required | |
| Last Name | Char | 30 required for individual | |
| First Name | Char | 20 | |
| Middle Name | Char | 20 | |
| Suffix | Char | 3 | |
| Business Name | Char | 50 required for business | |
| Leased Ind | Char | 1 required | Y/N |
| Title Relationship Type | Char | 3 required for multiple owners | AND,OR |
| Purchase Date | Date | required | |
| New/Used Indicator | Char | 1 required | N-new, U-used |
| Title Print Ind | Char | 1 required | 0 - Batch no expedited fee |
| Title Brand(s) - MAX 2 | Char | 3 | DMV Code Table |
| Sale Type | Char | 1 required | N |
| Title Suspense Info(multiple) | | | |
| Title Suspense Code | Char | 3 | DMV Code Table |
| Transfer From State | Char | 2 required OOS Title | Standard Abbreviation for the St |
| Transfer From Title Number | Char | 15 required OOS Title | |
| Salvage Percentage | Number | 9 required for Salvage | |
| Agency Reference Number | Char | 30 | |
| Decal Inventory Number | Char | 8 required for decal issue | |
| Decal Year | Number | 4 required for decal issue | |
| Decal Expiration Date | Date | required | |
| Plate Expiration Date | Date | required | |
| Insurance Company NAIC | Number | 5 required | DMV Code Table |
| Insurance Policy Number | Char | 25 optional | |
| Number of registration cards | Number | 3 optional | |
| Replace Plate Reason Code | Char | 4 require for replace plate | DMV Code Table |
| Equipment Number | Char | 8 optional | |
| Vehicle Type | Char | 1 required | |
| Plate Number | Char | 8 required for new plate | |
| Plate Class | Char | 5 required for new plate | |
| Plate Year | Number | 4 required | |
| Operation Date | Date | required | |
| GVW | Number | 9 required for vehicle type 5 | Cannot change on Renew - Required if min and max weight present in Vehicle use and mus between max and min weight or Vehicle Use |
| 2290 Compliance Year | Number | 4 required GVW > 55000 | |
| Reg Relationship Type | Char | 3 required for multiple owners | AND,OR |
| Lessee Customer(S) Max 4 | | Fields required if vehicle leased | |
| Customer Number | Number | 9 required | |
| Order Code | Char | 3 required | A-Z |
| Relation Code | Char | 3 | DMV Code Table |
| Relationship Date | Date | | |

| | | | |
|---------------|------|----------------------------|--|
| Last Name | Char | 30 required for individual | |
| First Name | Char | 20 | |
| Middle Name | Char | 20 | |
| Suffix | Char | 3 | |
| Business Name | Char | 50 required for business | |

Returned Data

| | | | |
|----------------------------|---------|---------------------|------------|
| Return Code/Error Message | Number | 9 returned | |
| Error message | Char | 80 returned | |
| Vehicle Number | Number | 9 returned | |
| Title Type | Char | 2 returned | 77 |
| Title Suffix | Char | 1 returned | A-E, space |
| Title Number | Char | 13 returned | |
| DMV Transaction Number | Number | 9 returned | |
| Registration Number | Number | 9 returned | |
| Decal Expiration Date | Date | returned | |
| Plate Expiration Date | Date | returned | |
| Suspension Indicator | Char | 1 returned | Y/N |
| Fees Information(multiple) | | | |
| Service Type | Char | 3 returned | |
| Fee Description | Char | 30 returned | |
| Fee Amount | Decimal | S9(7)V9(2) returned | |

Update 2 Message

| Field | Data Type | Size | Comments | Domain |
|----------------------------|-----------|------|----------------------------|-----------------------|
| Update Message | | | | |
| Request Data | | | | |
| Message Type | Char | | 8 required | UPDATE2 |
| Office ID | Char | | 4 required | |
| DMV Transaction Number | Number | | 9 required | |
| Submitting Dealer Number | Number | | 9 required | SC Dealer Number |
| Odometer Reading | Number | | 9 required | |
| Odometer Legend | Char | | 3 required | See sheet 2 |
| VIN | Char | | 30 required | |
| New/Used Indicator | Char | | 1 required | N-new, U-used |
| Transfer From State | Char | | 2 required OOS Title | Standard Abbreviation |
| Transfer From Title Number | Char | | 15 required OOS Title | |
| Agency Reference Number | Char | | 30 | |
| Lien Info(multiple) Max 4 | | | | |
| Lien Number | Number | | 2 required | 1-99 |
| Lien Order Code | Char | | 1 required | A-Z |
| Lien Customer Number | Number | | 9 required | |
| Lien Date | Date | | required | |
| Last Name | Char | | 30 required for individual | |
| First Name | Char | | 20 | |
| Middle Name | Char | | 20 | |
| Suffix | Char | | 3 | |
| Business Name | Char | | 50 required for business | |
| Returned Data | | | | |
| DMV Transaction Number | Number | | 9 returned | |
| Return Code/Error Message | Number | | 9 returned | |
| Error message | Char | | 80 returned | |
| Suspension Indicator | Char | | 1 returned | Y/N |
| Fees Information(multiple) | | | | |
| Service Type | Char | | 3 returned | |
| Fee Description | Char | | 30 returned | |
| Fee Amount | Decimal | | S9(7)V9(2) returned | |

Reprint Message

| Field | Data Type | Size | Comments | Domain |
|---------------------------|-----------|------|------------|--------|
| Update Message | | | | |
| Request Data | | | | |
| Message Type | Char | | 8 required | RPRT |
| Decal Inventory Number | Char | | 8 required | |
| Decal Year | Number | | 4 required | |
| Plate Number | Char | | 8 required | |
| Replace Plate Reason Code | Char | | 4 required | DDAM |
| Office ID | Char | | 4 required | |
| Returned Data | | | | |
| Return Code/Error Message | Number | | 9 | |
| Error message | Char | | 80 | |

Void Message

| Field | Data Type | Size | Comments | Domain |
|---------------------------|-----------|------|-------------|------------------|
| Void Message | | | | |
| Request Data | | | | |
| Message Type | Char | | 8 required | Void |
| DMV Transaction Number | Number | | 9 required | |
| Submitting Dealer Number | Number | | 9 required | SC Dealer Number |
| VIN | Char | | 30 required | |
| Office ID | Char | | 4 required | |
| Returned Data | | | | |
| Return Code/Error Message | Number | | 9 | |
| Error message | Char | | 80 | |

Appendix C

The following paragraphs outline the SC DMV business rules for calculating the plate and decal expiration dates for plates. South Carolina has a biennial registration. Most plates have a two year renewal period where the decal expires every year.

For a new plate with an original issue:

1. EVR only issues plate with both a plate expiration and a decal expiration
2. Plate and decal expiration dates are always the last day of any given month and year.
3. EVR will only be transferring and issuing plates with a registration renewal period of either annual or biennial.
 - a. All decals are good for a period of one year.
 - b. For annual plates, the plate expiration and the decal expiration are one year and are the same. See examples below.
 - c. For biennial plates, the first year of the registration the plate expiration is two years out and the decal expiration is for one year. For the second year on renewal, the plate expiration and the decal expiration are the same. See examples below.

Calculation of the plate expiration is as follows:

- a. Original Plate Issue – New Registration
 - Annual – The plate and decal expiration date are the same. The month is taken from the date of issuance. The day is the last day of the month. The year is one year from the date of issuance. For example: for an issue date of 7/24/2003, the plate and decal expiration date would be 7/31/2004.
 - Biennial – The month is taken from the issue date. The day is the last day of the month. The plate expiration year is two years from the issue date. The decal expiration year is one year from the issue date. For example: for an issue date of 7/24/2003, the plate expiration date would be 7/31/2005 and the decal expiration date would be 7/31/2004.
- b. Transfer
 - The plate expiration and decal expiration dates are the same as the plate being transferred.
- c. Renewal
 - Annual – Same as new issue
 - Biennial –
 - a. If the plate expiration year and the decal expiration year of the plate are the same, follow the rules of the original plate issue. This would add two years to the expiration year of the plate and one year to the expiration date of the decal. For example: for a plate and decal expiration of 07/31/2003, the plate expiration would be 07/31/2005 and the decal expiration date would be 7/31/2004.

- b. If the plate expiration year and decal expiration year are not the same, then make the plate expiration year and the decal expiration year the same. For example: for a plate expiration of 07/31/2004 and decal expiration of 07/31/2003, the plate expiration would be 07/31/2004 (the same) and the decal expiration date would be 7/31/2004.
- d. Transfer and Renew
 - Follow the rules for Renewal keeping the same expiration month and day as the plate being transferred
- e. Transfer and Replace
 - The plate expiration and decal expiration dates are the same as the plate being transferred.
- f. Transfer, Renew and Replace
 - Follow the rules for Renewal keeping the same expiration month and day as the plate being transferred