

Henry McMaster
Governor



Kevin A. Shwedo
Executive Director

State of South Carolina
Department of Motor Vehicles

April 26, 2017

Chairman Gary E. Clary
Subcommittee Chair
Legislative Oversight Committee
P. O. Box 11867
Columbia, SC 29211

Dear Chairman Clary:

The below information is being provided in response to your recent inquiry regarding the requirements for issuing a South Carolina driver's license and identification card by the Department of Motor Vehicles. In fairness to the objective at hand, it is our understanding that our credentials do nothing more than establish identity, they do not validate citizenship.

In 2002, legislation was passed requiring submission of immigration and residency documents from non-US citizens applying for South Carolina credentials. As an agency policy and to prevent being labeled discriminatory, DMV requires **all** persons making application for an original, Beginner Permit, Driver's License or Identification Card to provide supporting documents for proof of identify/citizenship, social security and residency.

We have been documenting individuals as citizens or non-citizens since that time; but that fact is not annotated on either the driver's license or identification card. As part of a customer's internal DMV file, his citizenship status will be shown as "Y" for Yes or "N" for No. We also accept an application from a customer to become a voter, but we only consolidate and forward that information to the Elections Commission.

Documentation to obtain South Carolina Driver's Licenses and Identification Cards:

The acceptable documents for our US citizens are:

- Birth Certificate
- Birth Certificate from US Territory
- Delayed Birth Certificate
- Current US Passport or US Passport Card

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- Certificate of US Naturalization
- US Government Issued Consular Report of Birth Abroad
- Certificate of Citizenship

Our US Citizens' Checklist, MV-93, is posted on our SCDMV website to assist our customers.
(Encl 1)

Our employees must ensure that all source documents submitted are reviewed and authenticated to meet the criteria outlined in our AAMVA related Fraud Training. The goal is to minimize the potential for receiving fraudulent documents, and to ensure a credential is not issued to the wrong individual.

SCDMV has documented procedures regarding the issuance of our driver licenses and identification cards. I will be more than happy to provide this information upon request.

Respectfully,

Signature Redacted

Kevin A. Shwedo
Executive Director

cc: The Honorable Laurie Slade Funderburk
The Honorable Wm. Weston J. Newton
The Honorable Robert Q. Williams

1 Encl: MV-93 (new + old)

Judge - I've included our new and old MV-93 Forms (they spell out what documentation is required to obtain a credential. The new form accounts for the federal requirement to validate 2 addresses. Please feel free to call me directly if I can help to clarify any of this information.



(Old Form)
South Carolina Department of Motor Vehicles
United States Citizens' Checklist

MV-93
(Rev. 3/17)

These requirements are for someone who is applying for a first-time SC driver's license, beginner's permit, or identification card, or who was previously licensed in SC and is returning after being issued a license or ID in another state. Please use this checklist as a reference.

- A. You must surrender any driver's license, beginner's/learner's permit, or ID issued by another state. If it was lost or stolen, you must provide a certified copy of your driving record from the state that issued the driver's license, beginner's permit, or ID.
- B. You must provide the following **original** documents unless otherwise stated. All documents are subject to verification. Documents not in English must be translated by a qualified translator. The translator must have a letter of verification from their employer on letterhead qualifying them as a translator. The translation must be made on the Translation Document (SCDMV form 4030).
- 1. Proof of SC residency. *SC Code Sections 56-1-40(7), -80(3).*
 - 2. Proof of US citizenship/proof of identity, date and place of birth. *SC Code Sections 56-1-40(7), -80, -90.*
 - 3. Legal documents supporting name change(s), if applicable. See specific requirements below.
 - 4. Proof of social security number. *SC Code Section 56-1-90.*
 - 5. Automobile liability insurance information from a company licensed to do business in SC. Insurance information is not required for a beginner's permit or ID. *SC Code Section 56-1-80(C).*

1. Proof of South Carolina Residency - As the applicant, you **MUST** provide one of the following documents and it must show your name and current physical SC address (not P.O. Box), except as noted:

- **School Records** - must be from an SC school, college or university (current or prior school year)
 - Student ID or report card (address not required)
 - Letter or contract from Home Schooling Association
 - Official letter from your school or school district on school or district letterhead (must indicate enrollment period)
 - Letter from an out-of-state boarding school or a professional career development institute indicating that you live in SC and attend school out-of-state
 - Certified transcript
 - SC high school diploma (indicating you graduated within the last school year - address not required)
- **Out-of-state or in-state tuition bill** with your SC physical address
- **Current letter of employment or payroll stub/statement** (no more than 90 days old). *Stub must be from an SC employer or indicate your SC address if you have an out-of-state employer.*
- **Utility bill** no more than 90 days old. A utility bill is specific to services for an SC residence and must be mailed to an SC address, not an out-of-state address. Examples are electric, water, sewage, cable, and land line phone. Cell phone, Internet and satellite bills are **not acceptable** because they can be mobile instead of permanent.
- **Parolee card or letter** from parole officer (no more than 90 days old).
- **Home mortgage monthly statement** (no more than 90 days old), or deed.
- **County tax bill or property tax receipt for your home**, not vehicle (current or preceding calendar year) Must be mailed to an SC address.
- **State or federal tax records.**
 - Income tax returns for current or prior year are acceptable including electronic tax file or W2.
 - If you are listed on the SC tax return (even as a dependent).
- **Current military orders** detailing active duty assignment in SC along with your military ID.
- **Current letter from military base** with the commander verifying duty station in SC.
- **Bank statement or signed letter** (must be on bank letterhead) showing your name and SC physical address as the account holder (no more than 90 days old).
- **Social security check or annual statement** showing your name and SC physical address (no more than 90 days old).
- **Insurance documentation** (no more than 90 days old) from a company licensed to do business in SC:
 - Current automobile or life insurance bill (cards or policies are not accepted)
 - Current homeowner's insurance policy or bill
 - Current health insurance statement (cards or policies are not accepted).
- **Letter from director of SC social welfare institution** (such as: homeless shelter, battered women's shelter, halfway house, group home, orphanage) stating you are a resident of its facility (no more than 90 days old).
- **US Postal Service** change of address confirmation letter or postmarked US mail with forwarding address label (no more than 90 days old) must contain your first and last name, state and zip code.

2. Proof of US Citizenship/Proof of Identity and Date of Birth - You must provide one of the following:

- **Birth certificate** with birth/file, book, volume, page or tracking number and registrar's signature issued by the county or Bureau of Vital Statistics
- **Birth certificate from US territory** (must be translated if not in English) - American Samoa, Guam, Northern Mariana Islands, Puerto Rico (issued after June 30, 2010), and the US Virgin Islands
- **Delayed birth certificate.** If birth certificate is not issued at time of birth, you can apply for birth certificate from Bureau of Vital Statistics
- **Current US Passport or US Passport Card**
- **Certificate of US Naturalization** - USCIS Form (N-550 or N-570)
- **US government issued Consular Report of Birth Abroad**
- **Certificate of Citizenship** (N-560 or N-561)

If your birth certificate shows that you were not born in the United States, then you must **also** provide an additional document from the above list to prove US citizenship.

3. Legal Documents Supporting Name Change(s)

If your name has changed since birth, you must present all legal documents (such as: adoption records, copy of marriage certificate or license issued by state/county records office, certificate of naturalization, and court ordered name change) supporting all name changes from the name which appears on your birth certificate or proof of identity to the present.

4. Proof of Social Security Number (SSN) - You must provide one of the following and it must show your entire SSN:

- **Social security card**
- **SSA-1099** - "Survivor Benefit Form"
- **US military photo ID** if SSN is present on card (active, retired or reservist military status with DOD)
- **US military photo ID along with DD-214** if SSN is not present on card
- **Current military dependent ID**
- **US Uniform Services Identification and Privilege Card (DD-1173)** must include photograph
- **Medicare letter** from Social Security Administration*
- **Medicare card***
- **Payroll stub** must include your name and the employer's name*
- **W-2 Form** must include employer's name, address, and your name*
- **State or federal income tax return** as long as your name is listed on return with SSN*

* The SCDMV is required to verify your social security number with the Social Security Administration. Visit the Social Security Administration's website for instructions on how to replace a lost social security card <http://www.socialsecurity.gov/ssnumber/>

5. Automobile Liability Insurance Information from a company licensed to do business in SC only if you are applying for a driver's license

If you are from a United States Territory, you must successfully complete the vision, knowledge, and skills tests when applying for commercial driver's licenses.



South Carolina Department of Motor Vehicles

United States Citizens' Checklist

MV-93
(Rev. 05/17)

These requirements are for someone who is applying for a first-time SC driver's license, beginner's permit, or identification card, or who was previously licensed in SC and is returning after being issued a license or ID in another state. Please use this checklist as a reference.

- A. You must surrender any driver's license, beginner's/learner's permit, or ID issued by another state. If it was lost or stolen, you must provide a certified copy of your driving record from the state that issued the driver's license, beginner's permit, or ID.
- B. You must provide the following **original** (not photocopies) documents unless otherwise stated. All documents are subject to verification. This list is subject to change at the SCDMV's discretion. Documents not in English must be translated by a qualified translator. The translator must have a letter of verification from their employer on letterhead qualifying them as a translator. The translation must be made on the Translation Document (SCDMV form 4030).
 - 1. Two proofs of SC address. 6 CFR Section 37.11(f); SC Code Sections 56-1-40(7), -80(3)
 - 2. Proof of US citizenship/proof of identity, date and place of birth. 6 CFR Section 37.11(c), (d); SC Code Sections 56-1-40(7), -80, -90
 - 3. Legal documents supporting name change(s), if applicable. See specific requirements below. 6 CFR Section 37.11(c)
 - 4. Proof of social security number. 6 CFR Section 37.11(e); SC Code Section 56-1-90.
 - 5. Automobile liability insurance information from a company licensed to do business in SC. Insurance information is not required for a beginner's permit or ID. SC Code Section 56-1-80(C).

1. Two Proofs of SC Address - As the applicant, you **MUST** provide two items from the categories listed below and both must show your name and current SC address of residence (not PO Box). Both items must be from a different category (a through p).

- a) **Unexpired SC driver's license, beginner's permit, ID, or vehicle registration:** must show your current residential address or your updated address must be on file within the SCDMV's system if it is not reflected on your credential.
- b) **Unexpired SC Concealed Weapons Permit (CWP).**
- c) **County tax bill or property tax receipt for your residence** (current or preceding calendar year) Must be mailed to your SC address.
- d) **State or federal tax records** Income tax returns for current or prior year are acceptable including electronic tax file or W2. You must be listed as a primary tax payer or dependent.
- e) **Current military orders or letter from military base:**
 - Orders detailing active duty assignment in SC along with your military ID.
 - Letter from military base with the commander verifying duty station in SC.
- f) **School records** - must be from an SC school, college or university (current or prior school year).
 - Letter or contract from Home Schooling Association.
 - Official letter from your school or school district on school or district letterhead (must indicate enrollment period).
 - Certified transcript.
 - Out-of-state or in-state tuition bill with your SC physical address.
 - Letter from an out-of-state boarding school or a professional career development institute indicating that you live in SC and attend school out-of-state.

If presenting one of the following items, it cannot be more than 90 days old.

- g) **Utility bill for services at your current SC residence** (mailed to your SC address, not an out-of-state address): may be a water, sewer, gas and electricity, cable/satellite TV, internet, cell phone, or telephone bill.
- h) **Financial statements: credit card or bank statement or signed letter on bank letterhead:** must also show your name and SC physical address as the account holder.
- i) **Home mortgage monthly statement or deed.**
- j) **Social security check or annual statement.**
- k) **Insurance documentation from a company licensed to do business in SC:**
 - Automobile or life insurance bill (cards or policies are **not** accepted).
 - Health insurance statement (cards or policies are **not** accepted).
 - Homeowner's insurance policy or bill.
- l) **Current letter of employment or payroll stub/statement from an SC or out-of-state employer.**
- m) **US Postal Service letter or item delivered by the US Post Office:**
 - Change of address confirmation letter or postmarked US mail with forwarding address label must contain your first and last name, state and zip code.
 - Any postmarked mail showing your name and delivered by the US Post Office to your current address such as: personal letters, or magazines (not advertisements).
- n) **Parolee letter from parole officer.**
- o) **Other documents issued by federal/state/municipal government.**

p) **Letter from director of SC social welfare institution** (such as a homeless shelter, battered women's shelter, halfway house, group home, orphanage) stating you are a resident of the facility.

2. Proof of US Citizenship/Proof of Identity and Date of Birth - You must provide one of the following:

- a) **Birth certificate** with birth/file, book, volume, page or tracking number and registrar's signature issued by the county or Bureau of Vital Statistics.
 - Birth certificate from US territory (must be translated if not in English) American Samoa, Guam, Northern Mariana Islands, Puerto Rico (issued after June 30, 2010), and the US Virgin Islands.
 - Delayed birth certificate. If your birth certificate was not issued at time of birth, you can apply for your birth certificate from the Bureau of Vital Statistics.
- b) **Unexpired US Passport or US Passport Card.**
- c) **Certificate of US Naturalization** - USCIS Form (N-550 or N-570).
- d) **US government issued Consular Report of Birth Abroad.**
- e) **Certificate of Citizenship** (N-560 or N-561).

If your birth certificate shows that you were not born in the United States, you must also provide an additional document from the above list to prove US citizenship.

3. Legal Documents Supporting Name Change(s)

If your name has changed since birth, you have two options:

- a) Present a valid unexpired US Passport or US Passport Card, instead of a birth certificate, and not have to present any name change documents; or
- b) Present a birth certificate or other identity document and provide all legal documents of your name changes linking your name on that identity document to your present day name. These are examples of legal documents that might support a legal name change: adoption records, copy of marriage certificate or license issued by state/county records office, certificate of naturalization, and court ordered name change.

*You have **one** opportunity at the time of marriage to change your middle and/or last name. You may not change your name again to a different variation of the married name without a court order.*

4. Proof of Social Security Number (SSN) - You must provide one of the following and it must show your name and entire SSN.

- a) **Social security card.**
- b) **SSA-1099** - "Survivor Benefit Form".
- c) **SSA non-1099 form.**
- d) **Payroll stub** must include your name and the employer's name.
- e) **W-2 Form** must include employer's name, address, and your name.

Visit the Social Security Administration's website for instructions on how to replace a lost social security card <http://www.socialsecurity.gov/ssnumber/>.

5. Automobile Liability Insurance Information from a company licensed to do business in SC only if you are applying for a driver's license.

If you are from a United States Territory, you must successfully complete the vision, knowledge, and skills tests when applying for commercial driver's licenses.