



South Carolina Department of Motor Vehicles

United States Citizen's Checklist for First Time Issuance of Driver's License, Beginner's Permit, and Identification Cards

MV-93
(Rev. 9/09)

REQUIREMENTS IN THE S. C. DRIVER'S MANUAL MAY BE OUTDATED. PLEASE USE THIS CHECKLIST AS A REFERENCE.

The following requirements are for applicants applying for a first time S.C. Driver's License, Beginner's Permit, or Identification Card, or for applicants previously licensed in S.C. who are returning after having been licensed in another state.

ALL APPLICANTS MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS: 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 DMV Form 4030 Translation Document.

- Proof of U.S. Citizenship/Proof of Identity (see specific requirements below).
- Proof of Social Security Number.
- Proof of S.C. Residency.
- Liability insurance information from company licensed to do business in S.C. (not required for Beginner's Permit or Identification Card)

ALL APPLICANTS FOR DRIVER'S LICENSE MUST PROVIDE AUTOMOBILE LIABILITY INSURANCE INFORMATION

Proof of U.S. Citizenship/Proof of Identity and Date of Birth - Applicants must provide one of the following:

- Birth Certificate with birth/file number and registrar's signature issued by the county or Bureau of Vital Statistics.
- Birth Certificate from U.S. Territory (Must be translated if not in English) - Puerto Rico, Guam, U.S. Virgin Islands and U.S. Samoa.
- Delayed birth certificate – If birth certificate is not issued at time of birth, customer can apply for birth certificate from Bureau of Vital Statistics.
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years.
- Current U.S. Passport Card
- Certificate of Naturalization -- USCIS Form (N-550 or N-570).
- U.S. government issued Consular Report of Birth Abroad.
- Certificate of Citizenship (N-560 or N-561).

NOTE: If the applicant's birth certificate shows that s/he was not born in the United States, the applicant must ALSO provide an additional document from the above list proving U.S. citizenship.

NOTE: If name has changed since birth, applicant must present all legal documents (i.e., adoption records, 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 the birth certificate or proof of identity to the present.

Proof of Social Security Number -Applicants must provide one of the following (All documents must show social security number):

- Social Security Card.
- SSA-1099 - "Survivor Benefit Form".
- U.S. Military Photo ID Card (active, retired or reservist military status DOD, ID, DD-214).
- Current military dependent I.D. card.
- U.S. Uniform Services Identification and Privilege Card (DD 1173) must include photograph.
- Letter from Social Security Administration (requires online verification)
- Medicare letter from Social Security Administration (requires online verification).
- Medicare Card (requires online verification).
- Payroll Stub must include employer's name and applicant's name (requires online verification).
- W-2 Form must include employer's name, address, and applicant's name (requires online verification).



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- Proof of Residency** - All documents must show name and S.C. address of applicant, except as noted. Applicants must provide one of the following:
- School Records - Records must be from S.C. school (current or prior school year).
 - Student ID (address not required).
 - Report Card.
 - Letter or contract from Home Schooling Association.
 - Official letter from individual's school or school district on school or district letterhead.
 - Certified transcript.
 - Diploma from S.C. school (child has graduated within the last school year - address not required).
 - Out-of-state or in-state tuition bill with applicant's S.C. physical address.
 - Current employment records (no more than 90 days old). (Records must be from S.C. employer or have S.C. address for applicant on records from an out of state employer).
 - Letter on employer letterhead.
 - Payroll stub showing S.C. withholdings.
 - Intent to hire on employer letterhead.
 - Current utility bill no more than 90 days old. A utility bill is specific to services for your residence. Examples are electric, water, sewage, cable, and land line phone lines. Cell phone and satellite bills are not acceptable.
 - S.C. Medicaid card
 - Parolee Card or letter from parole officer (no more than 90 days old).
 - Home mortgage documents (no more than 90 days old).
 - Current S.C. Weapon's Permit
 - County Tax Notice or Property Receipt for home
 - State or Federal Tax records.
 - Income tax returns for current or prior year are acceptable including electronic tax file or W2.
 - If applicant listed as dependent on SC tax return that is presented as proof of residency, proof applies to dependent also.
 - Current Military Orders detailing active duty assignment in S.C. (no more than 90 days old).
 - Current letter from Military Base with the commander verifying duty station in S.C. (no more than 90 days old).
 - S.C. bank statement or signed letter (must be on bank letterhead) showing name of applicant and S.C. physical address (no more than 90 days old).
 - Social security check showing name and S.C. physical address of applicant (no more than 90 days old).
 - Insurance documentation (no more than 90 days old).
 - Letter from insurance company or agent licensed to do business in S.C. stating name of applicant and indicating S.C. address of applicant
 - Insurance policy, written by insurance company or agent licensed to do business in S.C. showing name of applicant and S.C. address
 - Letter from director of S.C. social welfare institution (homeless shelter, battered women's shelter, halfway house, group home, orphanage, etc.) stating applicant is resident of facility (no more than 90 days old).
 - Vehicle Insurance Card (only if S.C. address and customer's name appear on card).
 - Article of mail with official Post Office address change label

Applicants from the United States Territories must successfully complete knowledge, skills and road test when applying for a Commercial Driver License (CDL).