



South Carolina Department of Motor Vehicles

International Customers' Checklist

MV-94
(Rev. 05/17)

These requirements are for someone who is applying for an SC driver's license, beginner's permit, or identification card (ID). Please use this checklist as a reference.

- A. Driver's License:** If you are applying for a license you must complete these steps.
- 1) Surrender any driver's license, beginner's permit, or identification card issued by another state in the US. If it was lost or stolen, you must provide a certified copy of your driving record from the state that issued the license, beginner's permit or identification card. If you have a driver's license or beginner's permit issued by another country, it may need to be shown (not surrendered) as proof of prior driving experience.
 - 2) Provide original (not photocopied) documents for each of the categories listed on this document unless otherwise stated. **This list is subject to change at the SCDMV's discretion.**
 - 3) Pass a vision test.
 - 4) Pass a knowledge and skills test unless you have a valid driving credential issued by a country that has established reciprocity with South Carolina. **This is a requirement when a driver's license is issued for the first-time and when renewing a license that has been expired over nine months.**
- The SCDMV will not issue a license to an international customer for less than one year or more than five years. You will be granted a one year extension of your driver's license if you change status while in the US, are pending a change of status, or request a visa extension in status. You must provide all original entry documents, (even if expired) in addition to documentation from US immigration authorities authorizing current presence in the US for the specific visa status.
- B. Beginner's Permit:** If you are applying for a beginner's permit, you must complete steps 1, 2 and 3 above and pass a knowledge test. *Steps 2 and 3 must be repeated when you are ready to take the skills test to upgrade from a beginner's permit to a driver's license.*
- C. Identification Card:** If you are applying for an ID, you must complete steps 1 and 2 above.

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 on the Translation Document (SCDMV form 4030). The translator must provide a letter of verification from his employer on letterhead qualifying him as a translator.

1. Two proofs of SC address (see below) required when applying for a license, beginner's permit, or ID for the first time; upgrading your credential such as an ID to a beginner's permit or a beginner's permit to a license; or when renewing a license, beginner's permit, or ID that is expired over nine months. *6 CFR Section 37.11(f); SC Code Sections 56-1-40(7), -80(3).*
2. Proof of identity, date and place of birth (see specific requirements below). *6 CFR Section 37.11(c), (d); SC Code Sections 56-1-40(7), -80, -90.*
3. Proof of social security number or a letter from Social Security Administration stating you are not allowed to work in the US. *6 CFR Section 37.11(e); SC Code Section 56-1-90.*
4. Proof of authorized length of stay in the US (see specific requirements below). *6 CFR Section 37.11(g); SC Code Section 56-1-40(7), -80.*
5. Legal documents supporting name change(s), if applicable (see specific requirements below). *6 CFR Section 37.11(c)*
6. Automobile liability insurance information (not required for a beginner's permit or ID) from insurance company licensed to do business in SC. *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 q). Proof of address is not required when renewing a driver's license, beginner's permit, or identification card that has not been expired over nine months.

- 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 (current or prior school year)
 - Letter or contract from SC Home Schooling Association.
 - Official letter from your SC school or school district on school or district letterhead (must indicate enrollment period).
 - Certified transcript (SC school, college or university).
 - 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: must indicate 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, 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) Letter from director of SC social welfare institution (such as a homeless shelter, battered women's shelter, halfway house, group home, or orphanage): must state you are a resident of the facility.
- p) Letter from sponsoring organization approved by the US Department of State to resettle refugees.
- q) Other documents issued by federal/state/municipal government.

2. Proof of Identity, Date and Place of Birth - You must also provide the applicable documents listed here if you are applying for a first time driver's license, beginner's permit, or ID: renewal; or a name change.

3. Proof of Social Security Number (SSN) - You must present an SSN or non-work authorized status from the Social Security Administration.

4. Proof of Authorized Length of Stay in the United States

In addition to the above documents that are required of all immigrants, you must provide an additional document authorizing your current stay for the specific visa status you were granted. Listed below are the most common visa statuses. If your visa allows you to work or attend school in the US, you must provide written verification from your employer or school on company letterhead showing that you are currently employed or enrolled in good standing. The appropriate designated authority must sign the letter.

What is your visa status?	You must provide this document based on your visa status
B1 or B2	Valid and paid SC real estate (home only) property tax receipt
E1 or E2, H1 or H2, L1 or L2	Letter of employment
F1 or F2	Form I-20
J1 or J2	Form DS-2019 or IAP-66
K1 or K2	Marriage License/Certificate and Form I-797-Notice of Action (must show that you applied for permanent status)
TN or TD	Letter of Employment

IMMIGRANT - You must renew or replace your driver's license, beginner's permit, or ID in person at a designated SCDMV branch.

- Permanent Resident Alien (foreign national):
- a) Unexpired Form I-551 or valid passport stamped "I-551 approved" or "processed for I-551".
 - b) You must also provide proof of place of birth, if not displayed on permanent resident card.
 - c) I-551 must display fingerprint for anyone who is 14 years of age or older.
 - d) Social security card.

NON-IMMIGRANT - You are not eligible for a specialized license or commercial driver's license.

- Refugee with a sponsoring organization: Refugee without a sponsoring organization:
- a) I-94 stamped "refugee".
 - b) Social security card.
 - a) Unexpired Employment Authorization Card I-766.
 - b) Social security card.
- Asylee:
- a) I-94 stamped "Asylee".
 - b) Unexpired passport.
 - c) Social security card or letter from the Social Security Administration stating you are not allowed to work in the US. *This letter cannot be used as proof of address.*
- OR
- Unexpired Employment Authorization Card I-766.
 - Social security card.
- Other non-immigrant granted temporary entry into the US must provide the following documents:
- a) Passport with unexpired visa.
 - b) I-94.
 - c) Social security card or letter from the Social Security Administration stating you are not allowed to work in the US. *This letter cannot be used as proof of address.*
- OR
- Unexpired Employment Authorization Card I-766.
 - Social security card.

5. 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 immigration document to the present. Your new name must appear on your current valid US issued immigration document (EAD, I-797 Notice of Action, permanent resident card) as it will appear on your SC driver's license, beginner's permit, or ID. *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.*

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