



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.