

Henry McMaster  
Governor



Kevin A. Shwedo  
Executive Director

# State of South Carolina

## Department of Motor Vehicles

South Carolina Department of Motor Vehicles  
10311 Wilson Blvd, Building C  
Blythewood, SC 29016

June 13, 2025

### Subject: Clarification Regarding Forms for Dealer-to-Dealer Reassignments

Dear South Carolina Licensed Motor Vehicle Dealers,

The South Carolina Department of Motor Vehicles (SCDMV) would like to clarify the preferred forms for dealer-to-dealer vehicle reassignments in light of recent updates published in the Spring 2025 *Dealer Connection*.

Effective May 1, 2025, the SCDMV—working in partnership with the South Carolina Automobile Dealers Association (SCADA) and the Carolina Independent Automobile Dealers Association (CIADA)—released the **Dealer Reassignment Form (DRA-001)** to standardize the process of vehicle title reassignments between dealers. This form is specifically designed to preserve the continuity and integrity of vehicle title chains during transfers within the dealer network.

**The DRA-001 is the preferred document** for all dealer-to-dealer reassignments and should be utilized to ensure consistent documentation and title processing.

However, to support continued operational flexibility during this transition period, **the following forms may still be used for dealer-to-dealer reassignment purposes**—provided they meet the transactional context and signature requirements:

- **Form 4031 – Secured Bill of Sale**  
Intended for use when the title is unavailable due to lienholder possession or loss. This form includes odometer disclosure and may be used as a reassignment document when appropriately completed.
- **Affidavit & Notification of Sale of Motor Vehicle ("PTO")**  
Typically used to notify a sale and defer property tax prior to registration, this affidavit may also serve a supporting role in reassignment documentation, when applicable.

Please note: while these alternate forms remain acceptable at this time, dealers are encouraged to transition to the **DRA-001** as standard practice for all dealer-to-dealer vehicle reassignments. The form can be obtained through SCADA or CIADA.

We appreciate your continued attention to proper documentation and thank you for supporting a more efficient and accurate vehicle titling process in South Carolina.

If you have questions or need further guidance, please contact me via email at [steven.farrell@scdmv.net](mailto:steven.farrell@scdmv.net).

Sincerely,  
Steven R. Farrell  
Director, Vehicle Services  
South Carolina Department of Motor Vehicles