



Transportation Network Company Filing Instructions

The TNC Act ratified in June 2015 provides for the operation of a Transportation Network Company (“TNC”) in South Carolina. S.C. Code Ann. § 58-23-1610 *et seq.* requires a TNC to obtain a Permit issued by the South Carolina Office of Regulatory Staff (“ORS”) prior to the advertising or operating as a TNC in South Carolina.

Please carefully read S.C. Code Ann. § 58-23-1610, the Filing Instructions, and the Application.

Steps:

1. Complete the Application.

- a. Complete all sections of the Application, staying consistent in the name of business.
- b. Provide all signatures as required, ensuring the Application is notarized in the appropriate area.
- c. If applicant is an LLC or an Incorporation, please attach a copy of the Certificate of Existence provided by the SC Secretary of State.
 - i. If the applicant’s LLC or Incorporation was filed out of state, please attach a Certificate of Authority provided by the SC Secretary of State.
- d. If applicant is a Non-Profit or Corporation, please attach a copy of the Certificate of Existence provided by the SC Secretary of State.
- e. Submit along with Application:
 - i. Exhibit A-7: Insurance Requirements
 - ii. Exhibit A-8: Trade Dress
 - iii. Exhibit A-9: Applicable Rates
 - iv. Exhibit A-10: Standardized Vehicle Inspection Form
- f. Contact the ORS for any questions regarding the application process:

Contact Name:

Thomas McGill

Transportation Department

Contact Information:

(803) 737-0863 | TMcgill@ORS.SC.GOV

(803) 737-0800 | Transportation@ORS.SC.GOV

2. Submit the Application.

- a. You may file the Application via mail or email with the Office of Regulatory Staff:

Mail:

Office of Regulatory Staff
Transportation Department
1401 Main Street, Suite 900
Columbia, SC 29201

Email:

Transportation@ORS.SC.GOV

INCOMPLETE APPLICATIONS WILL DELAY A TNC PERMIT FROM BEING ISSUED.

3. **ORS Response and Information Request:**
 - a. The ORS will review your application within 2-3 weeks after receiving it and reach out with an Information Request.
 - i. The Information Request consists of a list of questions to help the ORS have a better understanding of the applicant's business.
4. **Inspection:**
 - a. The ORS will assign an inspector to meet with the applicant to review the Statutes.
 - i. Trade Dress Sticker
 - ii. APP Demo
 - iii. Forward Facing Tag
5. **Issuance of Permit:**
 - a. Once the ORS has received all required documents and answers, the ORS will assign the TNC a permit with an ORS Number.
 - b. Operation without a Permit in the State of South Carolina is prohibited.