



**FILING INSTRUCTIONS
FOR
TRANSPORTATION NETWORK COMPANY PERMIT**

The Transportation Network Company 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. The ORS is available to answer questions and provide assistance related to the Application.

1) Where can I obtain the Application Form?

The Application is available for download on the ORS website: www.regulatorystaff.sc.gov under the menu selection Transportation

2) Who must submit an Application?

Any person or entity that uses a digital network, platform or internet-enabled application to provide transportation for compensation using a personal vehicle.

3) How should the Application be submitted to ORS?

The Applicant must submit one (1) original Application signed by an officer including all exhibits, affidavits and other attachments. All exhibits, affidavits and attachments should be clearly identified and labeled as specified in the Application.

4) Where should I submit the completed Application?

Completed Applications may be submitted to:
South Carolina Office of Regulatory Staff
Attention: Transportation Department
1401 Main Street, Suite 900
Columbia, SC 29201
Phone: 803/737-0800
Fax: 803/737-0801

5) What qualifies as a complete Application?

A complete Application should consist of the Application Form and all exhibits, affidavits and attachments.

6) What if my Application is incomplete?

The approval process begins or resumes when the ORS receives the completed Application. An Application that is incomplete may be suspended or rejected by ORS. If ORS suspends or rejects an Application, ORS will notify the Applicant of the reason and may direct the Applicant to furnish additional information.

7) How do I know if I am approved for a TNC Permit?

ORS will review Applications in the order in which they were received. Upon ORS approval, the Applicant will receive notification of the approval and a numbered Permit to demonstrate the Applicant is approved to conduct business in accordance with S.C. Code Ann. § 58-23-1610 *et seq.*

8) Who do I contact if I need assistance with the Application?

Questions and assistance related to the Application should be directed to:

George Parker – Program Manager, Transportation

lgparker@regstaff.sc.gov

803/737-0984

9) What South Carolina law governs Transportation Network Companies?

S.C. Code Ann. § 58-23-1610 *et seq.* governs the permitting and operation of TNC's. The Transportation Network Company Act can be found here:

http://www.scstatehouse.gov/sess121_2015-2016/bills/3525.htm

10) How do I protect information in the Application that I believe is Confidential?

For information the Applicant deems confidential, the Applicant must identify the specific reasons, pursuant to S.C. Code Ann. § 30-4-40, detailing why the information is exempt from disclosure. The Applicant must provide information it deems confidential in accordance with the following instructions:

- a. Separate the confidential information from the non-confidential information and insert placeholders in the body of the document where the confidential information was removed. The placeholder, such as a sheet of paper, should state that confidential information was removed or redacted. The placeholder will alert the reader that a response containing confidential information was removed and kept separately from the non-confidential information. Where a page contains confidential information and non-confidential information, please redact the confidential information and provide an un-redacted copy separately, under seal (for example, in a sealed envelope), and marked "CONFIDENTIAL;"
- b. Mark or stamp each page containing confidential information with the word "CONFIDENTIAL" so as to be easily seen. Non-confidential pages should not be marked or stamped; and
- c. Provide a list of the confidential information along with the total number of pages for each confidential item on the list.