

# South Carolina Licensing Information

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Under no circumstance should an associate contact any government agency regarding licensing procedures or any issue regarding LegalShield, unless otherwise advised. LegalShield works very closely with government officials; any contact other than from previously established channels at Corporate causes unnecessary strain on good relationships and can even jeopardize our standing. If you have any questions about licensing, please contact us at the LegalShield Licensing Department for assistance. Our job is to make your job easier.

## Requirements

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**Note: Any applications, fees, or license held in office over 30 days will be returned and/or refunded.**

### Residents and Non-Resident



1. Apply online with the South Carolina Department of Consumer Affairs at <https://dcagateway.sc.gov>
  - Create online account
  - Complete the Pre-Paid Representative application
  - Once application is submitted, you will be issued a PPR (Pre-Paid Registration) number
2. Submit the \$40 application fee and your PPR (Pre-Paid Registration) number by mail, email, or fax to:
  - a. Also, you have the option to call (580)436-7424 and make the payment over the phone using a credit or debit card.
4. Your registration will be issued within 3-5 business days
5. Print a copy of the registration from <https://dcagateway.sc.gov>
6. Submit a copy of your registration with your associate number to:

LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@legalshield.com](mailto:licensing@legalshield.com)  
Fax: (580) 436-7555

### Expiration

The South Carolina registration expires annually on October 1st. You will be notified of the renewal.

### Questions

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If you have any questions, please contact the Licensing Department at (580) 436-7424 or [licensing@legalshield.com](mailto:licensing@legalshield.com).