

Change Your Business Address

Every agency/partner maintains one or more addresses for a business. There is no one comprehensive online change of address form with state government – you will need to file a change of address with each agency.

Secretary of State

The agent name and address are maintained by the Secretary of State. They do not normally maintain the address of the business.

Click here to be directed to the [Business Entities Online Application](#).

If any questions: Phone: 803-734-2158

Dept. of Revenue

The Dept. of Revenue (DOR) often maintains a physical address, mailing address and records address for each License/Permit/Registration. Licenses/Permits/Registrations are often required for each business location.

To change an address, go to www.dor.sc.gov.

If any questions: Phone: 803-898-5000 or toll free 1-844-898-8542

South Carolina Business One Stop (SCBOS)

SCBOS no longer maintains any addresses.

If any questions: Phone: 803-898-5690

The Department of Employment and Workforce

The Department of Employment and Workforce maintains the physical, mailing, and records address of the general business.

An employer can also access the agency's [online application to report a change of address](#). You must have a SCDEW four digit PIN to use this application. You may obtain a PIN through SCBOS by starting a SCDEW workflow.

To change a business's name or various addresses you can also complete paper form [UCE-101-S](#). Send this form to:

South Carolina Department of Employment and Workforce

ATTN: Employer Status Section
P.O. Box 995
Columbia, SC 29202

If any questions: Phone: 803-737-2400

Dept. of Consumer Affairs

The Dept. of Consumer Affairs maintains the mailing address of the general business (business headquarters) and the physical address of each of the locations where registrations are required, for example, locations requiring Consumer Credit Grantor Notifications and Maximum Rate Filings.

If the mailing address of the general business location has changed, write a letter to the Dept. of Consumer Affairs, preferably on the business letterhead, indicating the current and changed mailing address and effective date of change. Mail the letter to:

South Carolina Department of Consumer Affairs
P.O. Box 5757
Columbia, SC 29250

Fax: (803) 734-4299, Attn: Legal Section.

If any questions: Phone: 803-734-4200 or toll free at 1-800-922-1594

DHEC

Contact information for DHEC is as follows:

2600 Bull Street
Columbia, SC 29201

Email: info@dhec.sc.gov

Phone: (803) 898-DHEC (3432)

Other

Some counties and cities require a local business license. If you have one or more local business licenses, contact the county or city regarding their procedure for changing your address for each local business license.

You may also have Licenses, Permits, and Registrations with other agencies/partners. If this is the case, contact the agencies and partners regarding their procedure for changing an address.