

Checklist For Boats and Boat Trailers

You may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com

Must be completed fully to have us figure fees

Name: _____ PMB: _____ Today's Date: _____

*(Please use **BLOCK** letters for e-mail to insure accuracy.)*

Phone: _____ E-mail: _____

1A: Circle A if you do NOT yet have a South Dakota driver's license: We need:

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
- b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099

1B: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
- b) **AND** a copy of front and back of your **current** valid driver's licenses.

1. Use a separate checklist for each vehicle.

Purchase date: _____

When do your current plates expire? _____

Where is the title physically located? _____

Is there a lien? ***You will need to send for the title with the request form we give you.***

Name of lienholder: _____

Fax number to lienholder's state-to-state title transfer department _____

Loan account number at lienholder _____

For boat trailer: Weight _____ Length _____ Number of tires _____

Please include a copy of your current registration (from any state) on all boats and boat trailers

For SD Plate Transfer TO this vehicle, please send us a copy of your current SD registration

Boat Hull Identification Number:

MAKE OF BOAT	YEAR	LENGTH	HULL MATERIAL	TYPE OF BOAT
		____ FT ____ IN	<input type="checkbox"/> WOOD <input type="checkbox"/> FIBERGLASS <input type="checkbox"/> ALUMINUM <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> STEEL	<input type="checkbox"/> OPEN <input type="checkbox"/> OTHER <input type="checkbox"/> SAILBOARD <input type="checkbox"/> CABIN _____ <input type="checkbox"/> PERSONAL WATERCRAFT SPECIFY <input type="checkbox"/> HOUSE <input type="checkbox"/> INFLATABLE <input type="checkbox"/> PONTOON (NOT HOUSEBOAT) <input type="checkbox"/> CANOE <input type="checkbox"/> KAYAK <input type="checkbox"/> SAILBOAT
COLORS		PREVIOUS STATE/BRAND	PROPULSION	TYPE OF USE
PRIMARY _____			<input type="checkbox"/> OUTBOARD <input type="checkbox"/> SAILBOAT WITH MOTOR <input type="checkbox"/> INBOARD/OUTBOARD <input type="checkbox"/> NOT MOTORIZED <input type="checkbox"/> INBOARD <input type="checkbox"/> ELECTRIC	<input type="checkbox"/> PLEASURE <input type="checkbox"/> RENTAL <input type="checkbox"/> GOVERNMENT OWNED <input type="checkbox"/> OTHER
SECONDARY _____				

3. On a new purchase we must have a clear copy of the signed, dated bill of sale or purchase order (NOT a financial agreement) if you are paying tax to SD or proving that you paid tax elsewhere. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.

4. Notarized Power of Attorney—2 vehicles per sheet—name Americas Mailbox as person appointed.

REQUIRED: Valid South Dakota Driver's Lic # **OR** SSN _____ Name _____

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If you are coming to our office, we can notarize all documents for you.

You must supply a cashier's check, certified check or money order made out to Pennington County Treasurer **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month. Once we receive and look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees. We recommend using Fedex or UPS (a private carrier) to ship all final documents. Once your registration has been completed by us with the county, the services fee (usually \$30-\$50 plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. If you have clear title, your SD title comes to your PMB address in about a month.**