

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.

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

1. Use a separate checklist for each vehicle.

Purchase date: _____ State titled in _____
 When do your current plates expire? _____
 Is the paper title in your hands? _____
 Is there a lien? _____ ***Have you sent the title request form? _____ We can help you prepare it.***
 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

2. Boat Hull Identification

Number: _____

MAKE OF BOAT	YEAR	LENGTH ____ FT ____ IN	HULL MATERIAL	TYPE OF BOAT
			<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. You must also fill out the South Dakota tax verification form:

<https://americasmailbox.com/assets/forms/ApplicantsTaxPaymentVerification.pdf>

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

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

● **Once we receive the original paper title and can look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees.**

● **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.**

● **We recommend using Fedex or UPS (a private carrier) to ship all final documents.**

● **Plates and registrations will usually be obtained within 7 to 10 business days after receiving your complete mailed information, titles, and payment to Pennington County Treasurer, AT OUR OFFICE.**

● **Once your registration has been completed by us with the county, the services fee (usually \$44.99 to \$64.99 plus tax) will be charged to your postage/services fund.**

● **If you have clear title, your SD title comes to your PMB address in about four to six weeks.**