

# Checklist For Boats and Boat Trailers

You may fax to (605) 202-7311 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.**

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

For boat trailer: Weight \_\_\_\_\_ Length \_\_\_\_\_ Number of tires \_\_\_\_\_

**2. 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.** For any vehicle with a title issue date less than 6 months old, you must prove your tax payment to another state, with either the original registration or a Dealer Tax Affidavit: <https://sddor.seamlessdocs.com/f/CO19071000115418922>

**5. Notarized Power of Attorney—1 vehicle 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.**