

IF YOUR VEHICLE IS LEASED PLEASE USE THIS FORM

**You must send us: The lease security agreement AND A power of attorney from lessor to lessee
AND the ID number of the lessor**

Checklist For Cars, Trucks and Motorcycles (including medium/heavy duty trucks)

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: _____

IA: 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 help 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

IB: 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 help 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. ALL lines MUST be completed.

Purchase date: _____ What state is it currently 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.**

Year _____ Make _____ Model & Model Package _____

Color _____ Approximate weight _____ Number of tires _____ Type of fuel _____

CCs of motorcycle _____ Odometer _____ (dealer odometer statement needed on new purchase)

Medium and heavy duty trucks **require** documentation of the GROSS weight of the truck PLUS the GROSS weight of the trailer it is pulling to register on tonnage.

2. For vehicles coming from the states of AL, AK, CO, MT, NH, NM, NC, OK, OR, & SC:

You must go to NadaGuides.com, enter your specific vehicle information, and print out the detailed spec sheet AND current retail value sheet. Fax or scan these to us with your other documents. *Some vehicles may require additional documents which we will let you know about.*

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

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.**