

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

*If this is a leased vehicle, or held in a trust, then go to our website for the checklists specifically designed for those types of ownership.*

You may fax to 605-202-7311 or take a picture or scan and e-mail to [Americas.Mailbox@GMail.com](mailto: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 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

**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 help 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. 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? \_\_\_\_\_ **IF YES:** 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](http://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. You must also fill out the South Dakota tax verification form:**

<https://americasmalbox.com/source/E1737V2-ApplicantsTaxPaymentVerification.pdf>

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

**If you are coming to our office or using our online notary, 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.**

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

***Basic Checklist For Fifth Wheel, Travel Trailer or Coach (includes any trailer)  
If this is a leased vehicle, or held in a trust, then go to our website for the checklists  
specifically designed for those types of ownership.***

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***Must be completed FULLY to have us figure fees***

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*(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 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

***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 help 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. 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? \_\_\_\_\_ ***IF YES: Have you sent the title request form? \_\_\_\_\_ We can help you prepare it.***

Year \_\_\_\_\_ Make \_\_\_\_\_ Model & Model Package \_\_\_\_\_

Color \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Number of tires \_\_\_\_\_ Type of fuel \_\_\_\_\_

Odometer (if under 16,000 lbs gross weight) \_\_\_\_\_ UVW (unladen) wt \_\_\_\_\_ \*\*\*

***\*\*\*Required: PROOF of Empty, Unladen, Shipping or Curb Weight from title OR MSO OR sticker in vehicle  
(take a digital picture) OR certified scale, OR letter from manufacturer with VIN and weight.***

***GROSS WEIGHT IS NOT ACCEPTABLE***

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