



Pennington County Treasurer's Office

www.pennco.org * Janet Sayler, Treasurer
Pennington County Administration Building * 130 Kansas City St Ste 250
P.O. Box 6160 Rapid City SD 57709 * Phone: (605) 394-2163

Title Request Form

The State of South Dakota requires the original title in order to title and license the vehicle below. All original titles must be mailed to the Pennington County Treasurer's Office, Attn: License Department at the above address. South Dakota is an electronic title holding state. Please submit a copy of this letter with the original title.

Dated this _____ day of _____, 20____

To Lienholder: _____

Fax: _____

Email: _____

Vehicle Information:

YEAR _____ MAKE _____ MODEL _____

VIN/SERIAL NUMBER _____

Requested by owner:

Name _____

Owner's Physical Address (if applicable) _____

Owner's Mailing Address:

514 Americas Way PMB _____ Box Elder SD 57719-7600

Owner's Home Phone _____ Owner's Work/Message Phone _____

Owner's Email address _____

*If the Treasurer's Office is to contact someone other than the owner when the title is received, owner's signature must be on this form.

Contact Americas Mailbox on my behalf at 605-718-1234 or Americas.Mailbox@GMail.com

In the event that the owner's information is not filled out completely the title will be returned to the lienholder. This form is the official form for Pennington County Treasurer's Office and cannot be altered in any way. Please attach this form when mailing the title to our office so that contact information is available in order to process your paperwork in a timely manner.

Owner's Signature _____

PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY AS REQUIRED