



VEHICLE REGISTRATION CHECKLIST

Please complete a separate checklist for each vehicle.
All applicable fields must be completely filled in.

		1)		
		2)		
TODAY'S DATE:	PMB #:	REGISTER OWNER(S)/BUSINESS/TRUST NAME:		
PHONE:	EMAIL ADDRESS:			
1)	1)			
2)	2)			
DRIVER'S LICENSE ISSUING STATE(S):	LICENSE EXPIRATION DATE(S):	VEHICLE'S TITLED STATE:	VEHICLE PURCHASE DATE:	
VEHICLE YEAR:	MAKE:	MODEL:	TRIM PACKAGE/FLOOR PLAN:	
(COMMON) COLOR(S):	# OF TIRES	EMPTY/SHIPPING/CURB/UNLADEN WEIGHT <i>(CANNOT ACCEPT "GVW" "GAVW" "GVWR")</i>	CCs (MOTORCYCLE ONLY)	
ODOMETER READING:	FUEL (ELECTRIC/HYBRID/GAS/DIESEL):	LENGTH x WIDTH <i>(MOTORHOME/TRAILERS/BOATS ONLY)</i>		
PLEASE CIRCLE OWNERSHIP TYPE: LEASED TRUST LOAN N/A		NAME & ADDRESS OF LESSOR/TRUST/LIENHOLDER (BANK)		

PLEASE INCLUDE A **COPY** OF THE FOLLOWING (*AS APPLICABLE*) WITH THIS COMPLETED CHECKLIST

ALL VEHICLES CERTIFICATE OF TITLE/ORIGIN PROOF OF WEIGHT <i>(Motorhomes/All Trailers Only)</i> DRIVER'S LICENSE (ALL OWNERS) SS CARD/W2/1099 (FULL SSN) <i>(if non-SD Driver's License)</i> NOTARIZED POWER OF ATTORNEY	Vehicle transferring from the lower tax states of AL, AK, MT, NH, NC, OR, & SC: PROOF OF SALES/USE TAX PAID <i>OR</i> CURRENT NADA.COM "CLEAN RETAIL" VALUE REPORT PRINTOUT <i>(Please note that the current SD Sales Tax Rate for motor vehicles is 4%)</i>	VEHICLES w/LIEN (LOAN) TITLE REQUEST FORM <i>*YOU MUST SEND TO LIENHOLDER*</i> SALES/PURCHASE AGREEMENT or BILL OF SALE	VEHICLES IN A TRUST FIRST & LAST PAGE OF TRUST EIN OR SS CARD/W2/1099 (full SSN) <i>(as applicable to Trust)</i> <hr/> FOR BUSINESS/LLC VEHICLES FEIN
ALL RECENTLY PURCHASED VEHICLES <i>OR</i> THOSE TITLED WITHIN THE PAST 6 MONTHS SALES/PURCHASE AGREEMENT <i>or</i> BILL OF SALE	IF TRANSFERRING CURRENT SD REGISTRATION: CURRENT SD REGISTRATION	IMPORT VEHICLES ALL IMPORT DOCUMENTS <i>(i.e. DHS, Customs, EPA, Certified Translations)</i>	LEASED VEHICLES LEASE AGREEMENT POWER OF ATTORNEY FROM LESSOR

Please email completed application and supporting documents to Americas.Mailbox@GMail.com.
Please be sure to include your PMB# and last name in the subject line.

or mail to:
Americas Mailbox
Attn: Vehicle Registration
514 Americas Way
Box Elder SD 57719

ADDITIONAL DOCUMENTS MAY BE REQUESTED UPON REVIEW