



Corporate Offices  
 514 Americas Way ♦ Box Elder SD 57719-7600  
 605-718-1234 — Fax: 605-202-7311  
 Website: [www.AmericasMailbox.com](http://www.AmericasMailbox.com)  
 eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

Our Exclusive Golden Rule Guarantee



**Services:**

Our Own Campground (Full hookups, open all year round)

Our Own Comfortable Guest Rooms



RV Service, Parts & Supplies



Vehicle Titling

Vehicle Registration

In-House Independent Vehicle Insurance Agents



Mail Forwarding

Home Base Plan

Scanning Mail

Private Mailbox Rentals

Lucky 7 Plan

U.S. Postal Services

FedEx-Air/Ground

Package Handling

COD Acceptance

Junk Mail Removal

Emergency Locator



Fax Send & Receive

Notary Services

Voter Registration



**Recommendations for:**

Banking

Health Insurance

Accounting

Financial Planning

Wills and Trusts

and a free meal when you visit us in person!

(certain common-sense restrictions apply)

**The following pages are for folks wanting to join Americas Mailbox in South Dakota and register their vehicles in that state.**

**South Dakota Vehicle Registration:**

Americas Mailbox will take care of licensing and registration for you with our signed notarized Power of Attorney form (you can have it notarized anywhere in the country). You may need other notarized documents depending on your specific circumstances. If you're coming to our office or use our online notary service, we can notarize all of your documents for you. The fee for our full registration service is currently only \$44.99 for most first time registrations of a vehicle in SD and for the work and services that this requires, this is a bargain. More complex situations may incur slight additional fees. Other companies charge as much as \$150.00!

License and registration fees are calculated based on the age and weight of your specific vehicles, and then prorated for the first year based upon the first letter of your last name. Please supply us with this information and we will tell you the cost. Fill out our convenient checklists. The fee is \$30 plus tax if you only want your costs figured. *(As you can imagine, this process can be very labor intensive.)*

If you own outright OR have just purchased the vehicle, you must supply the **original** paper title or the **original** paper manufacturer's Certificate of Origin (keep copies for your records). If you do NOT have the title in your possession, you must obtain the **original** paper title from your lienholder. Fill out the required title request form that we supply you. You will also sign our Power of Attorney in front of a notary in the same way your name(s) appear on the vehicle title so that we may complete the process for you. Ask about our new online notary service.

**PROOF** of the unladen or shipping weight with the VIN for your motorhome or trailer must be provided. This is always on the certificate of origin, occasionally on your title or registration, or you can take a picture with a digital camera of the placard inside one of your cabinets. We CANNOT use the gross weight. If you cannot get the empty weight any other way, you must supply a **certified** weigh ticket from any truck scale ([Flying J/Pilot](#), [Loves](#), [Truck Stops of America](#), etc.) Empty holding tanks if possible, but you do NOT have to remove your belongings. Weigh the trailer or coach by itself, without any truck or tow car attached. If you do not know where the closest truck scale is, call the nearest State Police or Highway Patrol and ask them where they take trucks to be weighed.

If you provide proof that you have already paid at least 4% sales tax on your vehicles you will not owe any additional tax. Your original registration slip from another state or a completed Dealer Tax Affidavit will be needed. Unregistered vehicles with tax due will be subject to penalties if not registered within 45 days of purchase, no matter how long the temporary tags from another state are good for.

Cashier's checks, certified checks, or money orders made out to "Pennington County Treasurer" are accepted by the county (you cannot use a personal check or dealer check).

**We recommend you send us all these important documents by USPS/Priority mail, FedEx or UPS (please do NOT use other US Postal Services for this since they may take a VERY long time to reach us).**

You DO NOT have to have a South Dakota driver's license first in order to register your vehicles in Pennington County. You can also get your driver's license anywhere in the state, not necessarily in Rapid City. Carefully read the information on our web site at:

[https://americasmailbox.com/tips\\_and\\_tricks/30/Drivers-Licenses](https://americasmailbox.com/tips_and_tricks/30/Drivers-Licenses)

**South Dakota Driver's License in Rapid City is CLOSED Sat., Sun., & Mon.**

Driver's License Bureau: [1301 East Catron Blvd, Rapid City SD 57701](#)

Rapid City open Tues-Fri 7-5:30 \*Check with the DMV/DPS to see if you must make an appointment.

**SD Voter's Registration (We will help you with voter's registration forms at our office):**

[Office of the Pennington County Auditor/Election Supervisor](#)

[130 Kansas City Street, #230 Rapid City SD 57701](#) [605-394-2152 Ext. 15](#) [605-394-6840](#) Fax

In order to register to vote, a member of Americas Mailbox MUST spend at least one night in Pennington County. When you stay at our campground or guest rooms, you will list your Americas Mailbox PMB address on the form as BOTH your residential AND mailing address, unlike any other company.



# 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. 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 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.***

**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.**

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

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***

**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. 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>**

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● ***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..***



# 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**



State of South Dakota  
 Motor Vehicle Division  
 445 E. Capitol Avenue  
 Pierre, SD 57501  
 605-773-3541 <http://dor.sd.gov>

Sample Page

**Power of Attorney**

**A**  
Instruction

Complete this application to designate power of attorney only to make an application for title or to assign a certificate of title. **Fill In ALL This Information exactly correct or this document will be voided**

**B**  
Vehicle or Boat Information

Vehicle     Boat  
 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 VIN/HIN: \_\_\_\_\_ Title Number: \_\_\_\_\_

**C**  
Person(s) Appointed

Let it be known that the undersigned Write Your Name(s) Here of the city of Box Elder, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Appointed Name: Americas Mailbox Inc Address: 514 Americas Way  
 City: Box Elder State: SD Zip Code: 57719

Appointed Name: Americas Vehicles Address: 514 Americas Way  
 City: Box Elder State: SD Zip Code: 57719

**D**  
Attorney Powers

The appointed attorney(s) may exercise the following designated powers. Check all that apply.

Group 1: To be used only if more than one person is named above. **Check The Appropriate Box**  
 Jointly (both people named must sign)     Severally (either person named can sign)

Group 2: One or more selections must be made. **Check The First Box**  
 To apply for a certificate of title for the described vehicle/boat in the name of the undersigned.  
 To assign all rights, title, and interest in the described vehicle/boat on behalf of the undersigned.

**E**  
Disclosure, Signature, and Notary

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens, and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

In witness whereof, the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name: Print Name Here Exactly As It Appears On Current Title/Registration Signature: Sign Name Here Exactly As It Appears On Current Title/Registration

Name: Print Other Name Here Exactly As It Appears On Current Title/Registration Signature: Sign Other Name Here Exactly As It Appears On Current Title/Registration

Sworn to and witnessed by me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Signature: \_\_\_\_\_

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_

Fill In Names Completely And Have Notarized. If It Is NOT Notarized Properly, We Can Do Nothing.

**NEW! Ask about our convenient legal online notary service!**

***This MUST Be Notarized***  
 If you are coming to the office, or have internet access, *we can notarize it for you.* If the title has more than one name, South Dakota is recommending that each person have their own Power of Atty.



State of South Dakota  
Motor Vehicle Division  
445 E. Capitol Avenue  
Pierre, SD 57501  
605-773-3541 <http://dor.sd.gov>

### Power of Attorney

**A**  
Instruction

Complete this application to designate power of attorney only to make an application for title or to assign a certificate of title.

**B**  
Vehicle or  
Boat  
Information

Vehicle     Boat

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN/HIN: \_\_\_\_\_ Title Number: \_\_\_\_\_

**C**  
Person(s)  
Appointed

Let it be known that the undersigned \_\_\_\_\_ of the city  
of **Box Elder**, South Dakota, does (do) hereby appoint the following true and lawful  
attorney(s) for the purpose listed below:

Appointed Name: **Americas Mailbox Inc**    Address: **514 Americas Way**  
City: **Box Elder**    State: **SD**    Zip Code: **57719**

Appointed Name: **Americas Vehicles**    Address: **514 Americas Way**  
City: **Box Elder**    State: **SD**    Zip Code: **57719**

**D**  
Attorney  
Powers

The appointed attorney(s) may exercise the following designated powers. Check all that apply.

Group 1: To be used only if more than one person is named above.

Jointly (both people named must sign)     Severally (either person named can sign)

Group 2: One or more selections must be made.

To apply for a certificate of title for the described vehicle/boat in the name of the undersigned.

To assign all rights, title, and interest in the described vehicle/boat on behalf of the undersigned.

**E**  
Disclosure,  
Signature,  
and Notary

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens, and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

In witness whereof, the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Sworn to and witnessed by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Signature: \_\_\_\_\_

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_