

VEHICLE REGISTRATION CHECKLIST (AUTO/RV/TRAILER)



PMB # _____

APPLICANT & VEHICLE INFORMATION

APPLICANT LEGAL FULL NAME(S)
(*OR BUSINESS/TRUST NAME IF APPLICABLE):

VEHICLE YEAR_MAKE_MODEL_TRIM LEVEL/FLOOR PLAN:

EMPTY WEIGHT: _____ #OF TIRES: _____
***Do not use GROSS WEIGHT** (GVWR or GVW)

LENGTH & WIDTH: _____
(Motorhome/Trailers Only)

COLOR: _____ ODOMETER: _____
(Use common colors only)

FUEL TYPE: _____ CCs: _____
(Gas/Diesel/Hybrid/Electric) (Motorcycle/ATV/UTV)

IS YOUR VEHICLE TITLED WITH OR IN A (CIRCLE ONE):

LIEN BUSINESS LEASE TRUST IMPORT N/A

BASIC DOCUMENT REQUIREMENTS

ORIGINAL CERTIFICATE OF TITLE/ORIGIN

- *If there is a lien on the vehicle, you must submit the Title Request Form to request original paper title from bank.
- You must ensure the lienholder mails the original paper title to the Pennington County Treasurer's Office.
- We require a **copy** of the submitted title request to ensure accurate lien notation on the SD title.

AND

ITEMIZED SALES CONTRACT, PURCHASE AGREEMENT,
BUYER'S ORDER, OR BILL OF SALE (PRIVATE SALE ONLY)
(*If "Title Issue Date" is <2 years old, lower tax state, or lien)

AND

DRIVER'S LICENSE

- And SSN card/1099/W2 (w/full SSN) if you do not have a SD Driver's License.

AND

NOTARIZED POWER OF ATTORNEY **(*Must be error-free)**

* Additional documents/information will be requested. *

SERVICE FEES: \$135 Title Transfers (except below)
\$165 Lease/Import/Business/Trust titles or
In-person consultation

South Dakota Title/Registration fees not included
We do NOT provide free estimates/quotes

IMPORTANT NOTES REGARDING TITLE TRANSFERS

* For newly purchased vehicles, interest fees and penalty fees are assessed from purchase date regardless of when an applicant applies for title and registration. Interest on the tax owed for each month or part thereof for which the tax payment is late is assessed at the rate of 1% per month after 45 days from the date of purchase. A one-time penalty fee equal to 10% of the tax after 60 days from the purchase date.

* SD Sales Tax Rate for motor vehicles is 4%.
If transferring from a lower tax state, SD will assess taxes based on NADA value or purchase price minus any "Sales" taxes paid previously w/acceptable proof.

* SD has strict policies regarding what documents will be accepted. Americas Mailbox must comply with SD law and the policies of the Pennington County Treasurer's Office.

CONTACT US

Email checklist & copies of the above documents to:

CUSTOMERSERVICE@SOUTHDAKOTAVEHICLEREGISTRATION.COM

or mail to:

Americas Mailbox
660 FLORMANN ST. SUITE 17
RAPID CITY, SD 57701

PLEASE DO NOT FAX YOUR DOCUMENTS

IF YOU HAVE QUESTIONS, EMAIL US AT
CUSTOMERSERVICE@SOUTHDAKOTAVEHICLEREGISTRATION.COM

OR BY PHONE AT (605) 718-1234 EXT. 301
(Mon - Fri/9-5/Mountain)

**LICENSE PLATES & REGISTRATION CARDS ARE MAILED
DIRECTLY FROM OUR OFFICE! (Does not include PMB Mail)
(USPS PRIORITY/DOMESTIC ONLY)**



Vehicle Registration Terms of Service

For purposes of this agreement, you agree that Americas Mailbox will assist you with obtaining a South Dakota Certificate of Title and registration for your **non-commercial** vehicle(s).

The terms "we", "us" & "our" refers to Americas Mailbox. "You" & "Your" refers to you, a user of our Service.

PRIVACY POLICY

Americas mailbox respects the privacy of our members. We collect only those documents and information required by law/policy to obtain a SD Certificate of Title and/or registration(s) on your behalf. We do not release/sell your information to 3rd parties.

TERMS OF SERVICE

* You acknowledge that your documents are processed in the order received by us and the Pennington County Treasurer's Office. Completion times vary & are dependent on when we receive all documents from you or 3rd parties.

* You agree to provide all required documents in a timely manner. Furthermore, you agree to provide clearly legible, complete, & accurate documents pertaining to the title transfer. All purchase/sale/transfer/import documents must be in the name of the applicant. Original and/or color documents may also be required when necessary to ensure legibility.

* Payments must be made payable to "Pennington County Treasurer" with a Cashier's Check or Money Order. The SD title/registration fees **cannot** be deducted or otherwise transferred to the Pennington County Treasurer's Office from your Americas Mailbox Postage & Services account. Furthermore, you agree to promptly mail all documents and payments to our office as/when requested.

* You agree to request & obtain any required documents from third parties (lienholder, dealership, manufacturer or seller). Furthermore, you acknowledge that privacy laws restrict our ability to obtain/release information to/from 3rd parties.

* You acknowledge that you have 45-days in which to title/register a new vehicle in South Dakota. Late-fees, penalties, and interest are assessed by the South Dakota Department of Revenue after that time.

* You agree to hold Americas Mailbox harmless for any late fees/penalties/interest assessed by South Dakota.

* You acknowledge that by submitting our checklist, Terms of Service, and applicable title documents, that our Service Fee will be deducted from your Postage & Services Account. There is a fee for our service, we do not provide free quotes/estimates.

* You acknowledge that we will pre-determine (estimate) title/registration fees after receiving all required documents. The actual fees are based on the actual date your title application is processed by the Pennington County Treasurer. The Pennington County Treasurer has sole authority in determining the final title/registration fees. We will contact you if the difference is more than \$50.00.

* You agree that we reserve the right to close your SD title application, without notice, due to a lack of response to our requests or failure to provide the documents requested. Inactive title applications of more than 30 days will be closed automatically. An additional service fee will apply if your file is reactivated, or if fees must be or are requested to be recalculated for any reason.

* You acknowledge that we must comply with the laws, policies, procedures of the South Dakota Dept. of Revenue. Persistent arguing of the law only serves to delay the processing of your application. You may elect to apply for a SD title on your own if you disagree with the law, policies, or procedures of SD. Abusive behavior towards our staff will not be tolerated. We reserve the right, without notice, to return your documents to you if you become excessively argumentative or abusive towards staff. You can expect to be treated with dignity and respect; we require the same in return as we **assist** you with obtaining a vehicle title in South Dakota. We cannot change the law or policies of the South Dakota Department of Revenue or the Pennington County Treasurer's Office.

* You agree to the "No-Refund" policy. Service fees will not be refunded for reasons beyond our control.

* Once received, you acknowledge that we will mail only your license & registration via USPS Priority Mail (Domestic address only). You may request that your license/registration be forwarded to your mailbox if you decline USPS shipping or otherwise unavailable.

* You agree that the State of South Dakota has final approval or denial authority and we do not guarantee that the State of South Dakota will approve your application for title/registration.

* You agree to hold Americas Mailbox harmless if your title/registration application is denied by South Dakota or the Pennington County Treasurer's Office for any reason. You may not reapply for a title if South Dakota determines that your application is fraudulent.

I have read, understand and agree to the Privacy Policy and Terms of Service above.

PMB#: _____ Today's Date: _____

Print Name: _____ Signature: _____

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