



Pennington County Treasurer's Office

www.pennco.org • Annette Brant, Treasurer
Pennington County Administration Bldg • 900 Concourse Dr., Ste 150 Rapid City SD 57703
PO Box 6160 Rapid City, SD 57709 • Phone: (605) 394-2163

Revised 11/2025

LIEN HOLDER 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. As of October 1, 2012, South Dakota became an electronic title holding state. You will not receive a paper SD title. Please submit a copy of this letter with the original title and be sure and provide your FEIN here _____

Dated this _____ day of _____, 20 _____

To: _____

_____ FAX _____

VEHICLE INFORMATION:

YEAR _____ MAKE _____ SERIAL # _____

Requested by Owner:

Name: _____

Owners Physical Address: _____

Owners Mailing Address: _____

Owner Home Phone: _____ Owner: Work or cell phone _____

Owner Email Address: _____

If the Treasurer's Office is to contact someone other than the owner in regards to their title the owner's signature must be on this form.

Contact _____ on my behalf at _____

In the event that the owner's information is not filled out completely the title will be returned to the lien holder. This form is the official form for Pennington County Treasurer's Office and cannot be altered in anyway. 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 SIGNATURE: _____

**PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY AS
REQUIRED**
