

Americas Mailbox

South Dakota Vehicle Registration

PLEASE PROVIDE YOUR VEHICLE INFORMATION

APPLICANTS LEGAL FULL NAME(S) OR BUSINESS/TRUST NAME IF APPLICABLE **PMB #** _____

VEHICLE YEAR _____ MAKE _____ MODEL _____ TRIM _____

EMPTY WEIGHT _____ NUMBER OF TIRES _____ COLOR _____
DO NOT USE GROSS WEIGHT(GVWR OR GVW) ALSO MOTORHOMES AND TRAILERS PLEASE PROVIDE PROOF OF WEIGHT (USE ONE PRIMARY COLOR)

CCs _____ FUEL TYPE _____ LENGTH & WIDTH _____
(FOR MOTORCYCLE/ATV/UTV) (GAS/DIESEL/HYBRID/ELECTRIC) (MOTORHOMES AND TRAILERS ONLY)

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

LIEN BUSINESS LEASE TRUST IMPORT N/A

MUST HAVE THESE BASIC DOCUMENTS

PLEASE NOTE AS OF JULY 1ST, 2025 IF YOU DO NOT HAVE A SOUTH DAKOTA DRIVERS LICENSE THERE WILL BE A \$100 FEE ADDED TO THE TITLE FEES

ORIGINAL CERTIFICATE OF TITLE/ORIGIN

- IF THERE IS A LIEN ON THE VEHICLE YOU WILL BE REQUIRED TO SUBMIT A TITLE REQUEST FORM TO YOUR LIENHOLDER TO REQUEST THE TITLE BE SENT TO THE PENNINGTON COUNTY TREASURER'S OFFICE. PLEASE PROVIDE A COPY OF THIS TO US AS WELL.

PURCHASE AGREEMENT, BUYER'S ORDER, OR BILL OF SALE AND PROOF OF TAXES PAID.

- THIS WILL BE EXEMPT ONLY IF IT IS TITLED IN YOUR NAME AND THE TITLE ISSUE DATE IS OVER 2 YEARS OLD AND NOT TITLED IN A STATE THAT HAS LOWER TAXES THAN SOUTH DAKOTA

CURRENT DRIVER'S LICENSE

- IF IT IS NOT A SOUTH DAKOTA DRIVERS LICENSE THEN YOU WILL ALSO NEED OF ONE OF THE 3 DOCUMENTS SSN/1099/W2

NOTARIZED POWER OF ATTORNEY (MUST BE ERROR-FREE)

ADDITIONAL DOCUMENTS WILL BE REQUESTED AND REQUIRED ONCE WE ESTABLISH YOUR SITUATION

OUR SERVICE FEES

**\$165 FOR BASIC TITLE TRANSFER/REGISTRATION
\$195 FOR LEASE/IMPORT/BUSINESS/TRUST**

OUR SERVICE FEES WILL BE DEDUCTED FROM YOUR POSTAGE FUND ONCE WE CALCULATE YOUR SOUTH DAKOTA REGISTRATION FEES

WE DO NOT PROVIDE FREE ESTIMATES/QUOTES

YOU MUST HAVE A SOUTH DAKOTA DRIVERS LICENSE TO REGISTER IMPORTS

TO START SIMPLY EMAIL THE BASIC REQUIRED DOCUMENTS TO:

**CUSTOMERSERVICE@SOUTHDAKOTAVEHICLE
REGISTRATION.COM**

PLEASE DO NOT FAX OR MAIL YOUR DOCUMENTS THIS WILL DELAY THE PROCESS.

IF YOU WOULD LIKE TO SPEAK WITH SOMEONE PLEASE CALL: 605-388-2161 EXT 308 WE WILL BE AVAILABLE MON-FRI 9-5 MST

PLEASE NOTE: ONCE WE TAKE YOUR FILE TO THE COUNTY IT WILL TAKE THEM 10 TO 14 BUSINESS DAYS TO PROCESS YOUR REGISTRATION.

Welcome to Americas Mailbox Vehicle Registration

These terms of Service govern your access to and use of Americas Mailbox registration services. Please read these terms carefully before using our service.

Acceptance of Terms

You agree to be bound by these Terms by accessing or using the Service. If you do not agree to all the Terms and conditions of these Terms, then Services will not be provided.

Description of Terms

- Americas Mailbox reserves the right to suspend or discontinue any aspect of the service at any time.
- Americas Mailbox processes documents in the order they are received by us at the Pennington County Treasurer's office. Completion times vary and are dependent on when we receive all required documents.
- You agree to provide accurate, current, and complete information during the registration process and to update such information to keep it accurate, current, and complete.
- Payments must be made payable to "Pennington County Treasurer" with a separate 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 account.
- You agree to have our fees in assisting you with this process taken from your postage account.
- You agree to request & obtain any required documents from third parties. You agree to acknowledge that privacy laws restrict our ability to obtain/release information to/from third 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 agree not to use the Service for any unlawful purpose or in any way that violates the terms.
- You acknowledge that by submitting our Checklist, Terms of Service, and applicable documents our Service fee will be deducted from your Postage account. There is a fee for our services, we do not provide free quotes/estimates.
- 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. 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, and procedures of the South Dakota Dept. of Revenue. Persistent arguing of the law only serves to delay the processing of your application, abusive behavior toward our staff will not be tolerated. We reserve the right, without notice, to return your documents to you and terminate the Service.
- You agree to the **No-refund** policy. Service fees will not be refunded for reasons beyond our control.
- You agree that South Dakota has final approval or denial authority. We do not guarantee that the State of South Dakota will approve your application for title/registration.
- You agree to look into Vehicle Insurance Prior to starting the vehicle registration process.

I have read understand agree to the Terms of Service above.

PMB# _____ Today's Date _____

Print Name: _____ Signature _____