

Vehicle Registration Checklist

Our vehicle registration service is by appointment only. Please call the office to schedule a phone appointment or in-person appointment. Our phone number is 605-332-3711 or 800-447-2664.

Vehicle registration appointment fees are non-refundable and due at the time of service.

The attached documents are legal documents. Please do not fill them out ahead of your appointment. You will need to use either black or blue ink. Cross-outs and white-out will not be accepted.

For vehicles/vessels owned less than 2 years or have not been registered yet, you will need:

- _____ Certificate of Title or Manufacturer's Certificate of Origin, or
- _____ If financed: Lender's name, address, fax/email for the Title dept., and your loan account number
- _____ Purchase Agreement, Buyer's Invoice, or Bill of Sale
- _____ DMV receipt of sales/use tax paid, or SD Form 1004 filled out by the selling dealer

For vehicles/vessels owned more than 2 years and already titled & registered in your name:

- _____ Certificate of Title, or
- _____ If financed: Lender's name, address, fax/email for the Title dept., your loan account number, and most recent registration
- _____ Current odometer reading if the vehicle is less than 20 years old
- _____ The amount of sales/use tax paid, the state it was paid to, and the month and year it was paid (vehicles from AL, AK, OR, SC, NH, NC, & MT may be subject to additional tax)

For motorhomes, RVs, and trailers of any kind:

- _____ Documentation from the manufacturer of the UVW/shipping/dry/empty weight. If not available, a certified scale ticket will be needed. Gross vehicle weights are not accepted

For all vehicles/vessels:

- _____ South Dakota Vehicle Registration Forms (*from DakotaPost, 1 set for each vehicle*)
- _____ Valid driver's license. If issued from a state other than South Dakota, you also need a copy of your social security card or a tax form (1099, W2, etc) that shows your full social security no.
- _____ Money Order or Cashier's Check made payable to Minnehaha County Treasurer (*personal checks are not accepted.*) *Visa, MasterCard, AMEX & Discover are accepted with an additional fee, limits apply

For watercraft, off-road vehicles, or inherited vehicles: Additional forms will be needed

State of South Dakota Application for Motor Vehicle Title & Registration

I. This application is for (Check Only One) Transfer - New or Out of State <input checked="" type="checkbox"/> Interstate <input type="checkbox"/> Abandoned <input type="checkbox"/> Repossession <input type="checkbox"/> Operation by Law <input type="checkbox"/>	Brand (Check if applicable) X-Junking Certificate <input type="checkbox"/> S-Salvage-Total Loss <input type="checkbox"/> B-Rebuilt <input type="checkbox"/>	County Use Only RMI	Title Co. No. Ton	Reg. Co. No. Reg. Date	SD Title No. SD License No. Pri. Sec
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III. 1-4 Owner's/Lessor's Name: (Last, First, Middle); Description of type of ownership (and, or, DBA, WROS, Guardianship, lessee, lessor, etc.); Identification number (SD Dr. Lic. or SS No.)

1.	Owner/Lessor & Lessee	Type of Ownership	Customer Type	SD Driver's License No. or Social Security No.
2.	Owner/Lessor & Lessee	Type of Ownership	Customer Type	SD Driver's License No. or Social Security No.
3.	Owner/Lessor & Lessee	Type of Ownership	Customer Type	SD Driver's License No. or Social Security No.
4.	Owner/Lessor & Lessee	Type of Ownership	Customer Type	SD Driver's License No. or Social Security No.

ADDRESS	3916 N. Potsdam Ave. PMB	Sioux Falls	SD	57104
	Owner/Lessor Address	City	State	Zip Code
	Owner's Physical Address	City	State	Zip Code

IV. Primary VIN or Serial Number:

Make	Model	Body Type	Veh. Code	Year	Weight/CC	Color	Fuel	Previous State/Title Brand

Odometer (Complete for vehicles 19 years old or newer):

Odometer Indicator (Check one): Actual Mileage Exceeds Odometer's Mechanical Limits Not Actual Mileage

Dealer Price Certification: I hereby certify that the purchase price and trade-in allowance in Item V of the application is correct and that all accessories and added equipment have been reported.

Dealer Name and Number	Signature of Dealer or Dealer's Agent	Dealer Sold Permit
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Vehicle Trade-In

Year	Make	Serial Number	SD Title Number

V. Motor Vehicle Purchaser's Certificate

1. Purchase Price (See Reverse Side) Bill of Sale Not Available <input type="checkbox"/> Computer NADA'ED <input type="checkbox"/> \$	Note: A guide published by the automobile industry will be used to check values.
2. Less Trade-In Allowance \$	
3. Difference \$	Purchased From Name
4. Tax 4% of Line 3. Manufactured Homes 4% \$	
5. Credit for Tax Paid to Another State \$	
6. Title Fee and Penalty Fee \$	Mailing Address
7. License Fee \$	
8. Solid Waste Fee \$	Electronic Lien & Title (ELT): A paper title is not printed until lien(s) are released or a request by lienholder is approved.
9. County Wheel Tax (if applicable) \$	
10. Other Fees \$	
11. Balance Due \$	1st Lien holder Mailing Address City/State/Zip Code
PENALTY: Any person failing to pay the full amount of excise tax is subject to a Class 1 misdemeanor.	
<input type="checkbox"/> Tax Exempt (if claiming exemption, list exemption # from Section VI on back of form.)	2nd Lien holder Mailing Address City/State/Zip Code
<input type="checkbox"/> Rental Vehicle/SD Sales Tax #	
<input type="checkbox"/> Title Only (NOTE: If applying for a "Title Only" in signing this application, you are attesting that the vehicle will not be used upon the streets and highways of this state or any state.)	Note any additional liens in section IX on reverse side

The applicant, under penalties of law and as rightful owner of the vehicle described on this application, declares that the information set forth on this application is true and correct.

If the vehicle is co-owned, all owners must sign. If the vehicle is company owned, the company name and title of authorized agent signing the application must be noted. **PENALTY: Any person who intentionally falsifies information on this application is guilty of a Class 6 felony.**

Signature	Date
Signature	Date



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

Form# 1007

Tax Payment Verification

A
 Instructions

This form must be submitted with South Dakota's application for title to qualify for credit against South Dakota's motor vehicle excise tax for a like or similar tax paid to another state on the purchase of a vehicle. The out-of-state title being submitted must be in the same name as the applicant. The applicant will receive credit for the percentage of tax paid that is equal to or greater than the tax owed to this state.

B
 Applicant
 Information

Name: _____ Phone Number: _____
 Address: 3916 N. Potsdam Ave PMB City: Sioux Falls State: SD Zip: 57104

C
 Tax
 Information

I am attaching proof from another state of tax previously paid. I acknowledge the Department may require additional documentation.
 Amount Paid: _____ Tax Type (Sales, Excise, Etc.): _____
 State tax was paid to: _____ Date of tax payment: _____

D
 Unsworn
 Declaration

This information is made with the knowledge that it is a class 5 felony to make a false statement to the Department of Revenue. I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.
 Signed on this _____ day of _____, _____ at _____.
 Printed Name: _____ Signature: _____



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Out-of-State Dealer Tax Assessment

A
 Instructions This form is to be filled out by the dealer who sells the motor vehicle. Please submit the completed form with the title transfer paperwork to the county treasurer's office.

B
 Dealership Information Name of Dealership: _____ Agent for Dealership: _____
 Street Address: _____ City _____ State _____ Zip _____
 Phone Number: _____ Email Address: _____

C
 Vehicle Information Year: _____ Make: _____ Model: _____
 VIN/HIN: _____ Title Number: _____

D
 Tax Information Date of Sale: _____ Selling Price: _____ Tax Amount: _____
 State Tax was Paid to: _____ Tax Type (Sales, Excise, Etc.) _____

E
 Purchaser Information Purchaser's Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____

F
 Unsworn Declaration This statement is made with the knowledge that it is a Class 5 felony to make a false statement and that in doing so, I am subject to the penalty of South Dakota law.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on the ____ day ____, ____ at _____.

Printed Name of Dealership Representative: _____.

Dealership Representative's Signature: _____.



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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 Sioux Falls, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Appointed Name: Mary Kant Address: 3916 N. Potsdam Ave
City: Sioux Falls State: SD Zip Code: 57104

Appointed Name: Amber Hobert Address: 3916 N. Potsdam Ave
City: Sioux Falls State: SD Zip Code: 57104

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____.

General Authorization

The undersigned _____ does hereby understand and agree to the following terms:

1. This is an important legal document and signing this document has legal ramifications. DakotaPost does not provide any legal, tax, insurance, or accounting advice regarding the suitability of the use of our services.
2. DakotaPost is held harmless regarding my ability to obtain or maintain insurance coverage on this vehicle/vessel.
3. DakotaPost reserves the right to refuse this service to any customer for any reason.
4. The County Treasurer processing time can vary from 5-14 business days. DakotaPost does offer an expedited registration service for an additional fee.
5. The state of South Dakota does not issue refunds on plates and registrations, including any unused months of registration.
6. If I am living and/or working in another state and can be considered a resident of that state according to that state's residency requirements, I may be required to re-register this vehicle/vessel in that state, regardless of which state my driver's license is from.
7. DakotaPost is estimating the tax/title/license/penalty fees due and that the actual total might differ once the county processes the registration. The estimate given today is good for 30 days. After 30 days, the amount due to the County Treasurer is subject to change, based on South Dakota's staggered registration schedule. DakotaPost is held harmless for any discrepancies between the estimate given today and the total the County Treasurer calculates once the paperwork is received and processed.
8. DakotaPost will make every good faith effort to follow up with me if no paperwork has been received from me within 30 days of today's appointment. If no paperwork is received within 60 days, DakotaPost will close the file on the vehicle/vessel. After 60 days, the registration will need to be re-calculated during another appointment and an additional appointment fee will be assessed.
9. DakotaPost's fees for the Vehicle Registration services can be paid by a credit/debit card or ACH. Payment with a credit/debit card will incur a 2.99% card processing fee. All DakotaPost fees are due at the time of the appointment. The DakotaPost fee is for the appointment today, and as such, is a non-refundable and non-transferable fee.

DakotaPost Vehicle Registration Fees (including Sales Tax):

1 vehicle = \$212.40	3 vehicles = \$637.20	Renewals = \$26.55/ea	Specialty Plate = \$26.55
2 vehicles = \$424.80	4 vehicles = \$849.60		Title Change = \$26.55

*Additional vehicle registration services are available for a fee. Please inquire about additional services.

Signature _____ Date _____

CREDIT CARD AUTHORIZATION FORM

I, _____, authorize Minnehaha County Treasurer to charge my card for any vehicle tax/title/license/penalty fees associated with the attached Motor Vehicle Title & Registration Application(s).

I understand that I will be charged a 2.35% processing fee with the Minnehaha County Treasurer for using my card.

Cardholder Name: _____

Credit Card Type VISA MASTERCARD DISCOVER AMEX

Credit Card Number _____

Expiration Date _____

Billing Zip Code _____

CVV code _____

(last 3 digits located on the back of the card, see below)



Cardholder's signature _____

Date _____

I am aware that I will receive a copy of the transaction receipt and that receipt will act as my record of this transaction.

The card charge will show on bank statements as *N COURT