



2040 W Main St Ste 210 ♦ Rapid City SD 57702-2570  
(605) 718-1234, M-F, 9-5 Mountain — 24/7/365 Message Center (605) 939-0411

For general membership questions only: Call (605) 593-4496 or  
(866) 747-3700 to reach Don & Barb wherever they are at the moment!

Mail Forwarding & Home Base Services Website: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)

**Services:**

- Our Exclusive Golden Rule Guarantee
- Home Base Plan
- Private Mailbox Rentals
- Mail Forwarding
- Emergency Locator
- Fax Send & Receive
- U.S. Postal Services
- FedEx/Air/Ground
- Package Handling
- COD Acceptance
- Lucky 7 Plan
- Vehicle Titling
- Vehicle Registration
- Voter Registration
- Junk Mail Removal

**Recommendations for:**

- Banking
- Insurance
- Accounting
- Financial Planning
- Discount Camping

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.**

**New Resident “How-To” and helpful info for our members**

**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). If you’re coming to our office, we can notarize all of your documents for you. The fee for our service is currently only \$25.00 for most first time registration of vehicles in SD and for the work and services that this requires, this is a bargain.

License and registration fees are calculated by the county 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. Use our convenient checklist.

If you own outright OR have just purchased the vehicle, you must supply the **original** title or the **original** manufacturer’s Certificate of Origin (keep copies for your records). If you do NOT yet have a South Dakota driver’s license, we must obtain the **original** title from your lienholder. If all owners DO have South Dakota driver’s licenses, and the vehicle is currently registered but has a lien, a copy of the **current** registration is sufficient. If it is not currently registered, and the lienholder has the title, you must provide a clear photocopy of the front and back of the title showing you as owner.

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](#), [TSA](#), etc.) Of course empty all holding tanks first, and 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 have already paid at least 3% sales tax on your vehicles, sign an affidavit attesting to that and you will not owe the one-time 3% South Dakota excise tax on vehicles (check with us for regulations regarding your current home state). You may also need the dealer to fill out a South Dakota tax verification form on a newer purchase. This is usually not necessary if you have held clear title for more than six months. Unregistered vehicles with excise tax due will be subject to penalties if not registered within 30 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 Service 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. Call the state at the number below to find out all the requirements needed.

**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](#)  
800-952-3696 (statewide number in Central Time Zone). Rapid City open Tues-Fri 7-5:30

**SD Voter’s Registration:**

Office of the Pennington County Auditor/Election Supervisor  
315 Saint Joseph Street, 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 using the address of where you spent the night as the residential address. Please list the Americas Mailbox address on the form as your mailing address only. By state law, you cannot use your address at Americas Mailbox as the residential address for voting purposes as it is a business address. **We will help you with voter’s registration forms at our office.**

# Checklist For Vehicles — complete, scan and e-mail to Americas.Mailbox@gmail.com

(Registrations will usually be obtained within one week of receiving your complete information)

Name/PMB: \_\_\_\_\_ Today's Date: \_\_\_\_\_ # of months (Office only) \_\_\_\_\_

(Please use **BLOCK** letters for e-mail to insure accuracy.)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **A: If you do NOT yet have a South Dakota driver's license:**

If you do NOT have the title, we must obtain the original title from your lienholder (see #4 below). We need the ORIGINAL title or Certificate of Origin if you have it. We will also need a copy of your current valid driver's license, and a notarized "Nomad" affidavit if you travel full time. If you own a home you do NOT live in, also sign a general affidavit of fact describing the circumstances.

## **B: If all the vehicle owners DO have a South Dakota driver's license:**

1. ONE OF THESE (either a, b **OR** c)
  - a) Original of title (if you have the title) **OR** MSO (if it is a new vehicle)
  - b) **OR** copy of current registration – only if the lienholder has the title
  - c) **OR** copy of front and back of title (if lienholder has original title and vehicle is not registered)

### **We also need:**

2. Empty, Unladen, Shipping or Curb Weight (*on MH or trailer*) from title **OR** MSO **OR** current registration **OR** sticker in vehicle (take a picture with a digital camera) **OR** certified scale, along with VIN on same page. Call us for help if you have a Fleetwood product.

3. Please fill in:

#### For car, light truck or motorcycle:

Purchase date:  
Is there a lien?  
Currently titled in state:  
When do current plates expire?  
Year  
Make  
Model  
Color  
Approximate weight  
4-WD?  
Type of fuel  
Odometer  
CCs of motorcycle

#### For trailer or coach:

Purchase date:  
Is there a lien?  
Currently titled in state:  
When do current plates expire?  
Year  
Make  
Model  
Color  
Unladen or shipping weight  
Length/width  
Type of fuel (if applicable)  
Odometer (only if coach UNDER 16,000 lbs GVWR)  
Number of tires

**Required:** SSN or valid unexpired **South Dakota** Driver's Lic # for 1st owner:

**Required:** SSN or valid unexpired **South Dakota** Driver's Lic # for 2nd owner:

If you had a trade-in, what state was it titled in? Did you keep your SD plates and are they current?

4. Name and address of lienholder(s), including contact name and fax number for title request and loan number.

5. Bill of sale or purchase order (*NOT a financial agreement*) if you are paying tax to SD. Must show VIN, value and state of title of trade-in to receive credit. Tax paid elsewhere will require affidavit of proof from dealership if owned less than six months, or signed personal affidavit attesting to tax paid if owned more than 6 months.

6. Notarized Power of Attorney—2 vehicles per sheet—*name Americas Mailbox as person appointed.*

\* \* \* **If you are coming to our office, we can notarize all documents for you.** \* \* \*

7. Cashier's check, certified check or money order made out to *Pennington County Treasurer.*

**IMPORTANT:** Please call Americas Mailbox at 605/718-1234, 9-5 M-F, Mountain (ask for someone in the Vehicle Registration Dept.) before sending in your paperwork, and we will figure the estimated costs for you so that you can enclose a payment made out to the Pennington County Treasurer's Office. We recommend you send us all these important documents by Priority mail, Fedex or UPS (do NOT use other post office services since they may take a VERY long time to reach us).

# Sample Page

## Power of Attorney

### Application Instructions

Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.

Let it be known that the undersigned:

*Write Your Name(s) Here*

of the city of Rapid City, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Name of Person(s) Appointed

Street Address / State / City / Zip Code

Americas Mailbox Inc

2040 W Main St Ste 210, Rapid City SD 57702-2570

### 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.

<input type="checkbox"/>	Jointly (both owners named must sign)	<i>Check The Appropriate Box or we will fill in for you</i>
<input type="checkbox"/>	Severally (either owner named can sign)	<i>Check The Appropriate Box or we will fill in for you</i>

GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE. *Check The Appropriate Boxes or we will fill in for you*

<input type="checkbox"/>	To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To apply for a Report of Sale and/or Seller's Permit for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.

### Vehicle/Boat Description *Americas Mailbox Will Fill In ALL This Information for you.*

DESCRIBED VEHICLE OR BOAT
Year _____ Make _____ Model _____ VIN# _____ Title# _____
DESCRIBED VEHICLE OR BOAT
Year _____ Make _____ Model _____ VIN# _____ Title# _____

### Disclosure, Signature and Notary Public Section

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

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\_\_\_\_\_.

SIGNATURE	<i>Sign Name Here Exactly As It Appears On Current Title/Registration</i>	SIGNATURE	<i>Sign Other Name Here Exactly As It Appears On Current Title/Registration</i>
PRINTED NAME	<i>Print Name Here Exactly As It Appears On Current Title/Registration</i>	PRINTED NAME	<i>Print Other Name Here Exactly As It Appears On Current Title/Registration</i>

SWORN TO AND WITNESSED BY ME THIS _____ DAY OF _____	<b><i>This MUST Be Notarized</i></b> <i>If you are coming to the office, we can notarize it for you. If the title has more than one name, South Dakota is recommending that each person has their own Power of Atty.</i>	_____ 20
NOTARY PUBLIC SIGNATURE _____		_____
MY COMMISSION EXPIRES THE _____ DAY _____		_____ OF _____

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Americas Mailbox, Inc.

2040 W Main St Ste 210, Rapid City SD 57702-2570

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Jointly (both people named must sign)

Severally (either person named can sign)

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**Vehicle/Boat Description**

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

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SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

SWORN TO AND WITNESSED BY ME THIS

DAY OF

20

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES THE

DAY OF

20