



# Pennington County Treasurer's Office

[www.pennco.org](http://www.pennco.org) • Annette Brant, Treasurer  
Pennington County Administration Bldg • 130 Kansas City St. Ste 250  
PO Box 6160 Rapid City, SD 57709 • Phone: (605) 394-2163

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## 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.**