



Lender Paper Title Request

A
 Instructions

To print a paper title with the lien noted on the title, complete and submit this form to dor.dmvelt@state.sd.us or mail to the address above.

- This request can only be completed by lenders that do not use a provider.
- Lenders requesting a paper title must be shown on the vehicle's title record.

B
 Vehicle &
 Owner
 Information

Vehicle Owner(s): _____

Title Number: _____ VIN/HIN: _____

C
 Title Mailing
 Information

Please indicate the address the printed title should be mailed to.

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

D
 Request
 Reason

Please select a reason for requesting a paper title:

- Moving to Another State-The title is required to register in a new state of residence.
- Insurance Claim/Total Loss
- Court Order
- Name: Change, Addition, or Deletion of an Owner
- Other (Must be approved by the MVD): _____

Note-Paper title requests will not be approved for the following reasons:

- Repossessions-Lenders must apply for a repossession title through South Dakota.
- Selling Vehicle-A lien release must be submitted to the county treasurer when a vehicle is sold or traded.
- Loan Payoff-A lien release must be submitted to the county treasurer.
- Lender does not participate in ELT-Nonparticipating lenders can check the status of their lien on www.sdcar.org

E
 Unsworn
 Declaration

Lender Name: _____

I am requesting that a paper title be printed and mailed for the vehicle listed above. I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on the _____ day of _____, _____, at _____(city) _____(state).

Agent Name: _____ Agent Signature: _____

Email Address: _____ Phone: _____

For Department Use Only			
Paper Title Print Request:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date Reviewed: _____
MVD Agent Signature: _____	Denial Reason: _____		