

How to fill out Form 1002 — Duplicate Title Application

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South Dakota · written against Form 1002 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, applied for under SDCL 32-3-29

/forms/south-dakota/duplicate-title-application/

One form covers six different disasters, and its declaration lists them: the original title has been either lost, stolen, destroyed, mutilated, illegible or was never received. That last one matters more in South Dakota than elsewhere, because a title that was printed and posted can go missing between Pierre and a rural mailbox - and the department waives the fee if you notice quickly enough. It is also the only repair South Dakota publishes for a spoiled assignment: there is no correction affidavit for a certificate, so a title signed in the wrong place is a duplicate application, \$10 plus the \$2 technology fee, filed by the recorded owner.

This sheet is not the form. Download the blank Form 1002 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1002?f=1002.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The odometer reading, and its unit	The current reading in whole units, with miles or kilometres ticked, and one of the two exception boxes only if it applies. Watch out: Required for a 2011-or-newer vehicle or anything at or under 16,000 lb gross weight - so on most cars, not just the recent ones.
2	YOU	Title number, VIN and the vehicle	The title number, VIN or HIN, year, make, model and weight, identifying the record being replaced. Watch out: If the title number is gone with the title, an old registration renewal notice usually carries it. So does the county treasurer's record, which is why any county can take this.
3	YOU	Your name, exactly as the title reads	The name as it appears on the title, with a South Dakota driver's licence or social security number beside it. Watch out: A name that has changed since the title was issued is signed the old way. The duplicate will be issued as the record reads, and the new name goes on at the next transaction.
4	YOU	Address, and the special mailing block if needed	Where the duplicate goes. The second block exists for a duplicate that has to be sent to someone other than the owner. Watch out: The fee waiver for a title lost in the post depends on the replacement being sent to the same address the original went to - so changing it here can cost you the \$10.
5	LENDER	The lienholder block, only where a lien exists	A reason for a printed title, then the lienholder's signature, name, identification and address. Watch out: Lender signatures are only required for an existing lien that was a paper title or an approved printed-title request. A paid-off lien needs a release attached, not a signature here.
6	YOU	The unsworn declaration	Day, place, printed name and signature - and on an AND title, every owner signs. Watch out: Read the sentence you are signing. It declares that the vehicle has not been transferred to another owner, which is a live question if a sale is already half-done.

What gets this one rejected

- An application while the original is held by a lienholder or is an electronic title. The manual states that duplicate title applications will not be accepted by the county treasurer or the Division in those two cases.
- A mutilated certificate left at home. Where the title has been spoiled rather than lost, the mutilated certificate of title must be attached to the application.
- One signature on an AND title. If the title has been issued with names joined by "and", all owners must sign the application.
- A signature in a new married name over a record in the old one. Sign as the record reads, or sign both, or attach an affidavit stating that you are one and the same person.
- An odometer reading left off a 2011-or-newer vehicle. The instruction at the head of the form requires it, and the current reading must be completed on the application if applicable.
- An application from someone who is not the recorded owner. Only the recorded owner or a duly authorised agent holding power of attorney can apply, and a copy of the power of attorney must be attached.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off Form 1002 (no revision printed) and the South Dakota Department of Revenue, Motor Vehicle Division's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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State of South Dakota
Motor Vehicle Division
445 East Capitol Avenue
Pierre, SD 57501
605-773-3541 dor.sd.gov

Form #1002

Duplicate Title Application

- A**
Instructions
- Odometer readings are required on vehicles 2011 or newer and on vehicles with a GVW of 16,000 lbs. or less.
 - If the duplicate title is to be mailed to someone other than the owner, the mailing instructions must be indicated on the form.
 - If an individual authorized to sign for an owner through a power of attorney is signing this form, a copy of the power of attorney form is required. The original power of attorney form should be retained in the event it is needed for assigning the duplicate title.
 - Completed applications along with a \$10 fee plus \$2 tech fee must be submitted to your county treasurer's office.**

1
B
Vehicle Information

Odometer reading is: 108,472 ☒ miles ☐ kilometers

Declared actual vehicle mileage unless one of the following statements is checked:

☐ Stated mileage exceeds odometer's mechanical limits, or

☐ Stated mileage is not the actual mileage. WARNING-ODOMETER DISCREPANCY.

2

Title Number: 418266057 VIN/HIN: 3G7NAXKV0F6412870

Year: 2015 Make: Chevrolet Model: Equinox LT Weight: 3,777

3
4
C
Owner Information

Name (as it appears on the title): Marlene D. Tschetter SSN/SDDL: 04186273

Address: 1408 Medary Ave City: Brookings State: SD Zip Code: 57006

Special Mailing Name and Address: _____

City: _____ State: _____ Zip Code: _____

- D**
Lienholder Information
- If the existing lien has been paid in full, a signed lien release must be submitted.
 - If a lien needs to be noted at the time of the application, include the loan contract, and \$12 lien notation fee.
 - If requesting a printed duplicate title, the request must comply with one of the reasons below. Check the applicable reason.
 - ☐ Moving to another state (title is required to register the vehicle in the 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) Provide Reason: _____

5
E
Lienholder Signature

By signing, the lienholder is granting approval for the owner to obtain a duplicate title. Note: Lender signatures are only required for an existing lien that was a paper title or an approved request for a printed title (Section D3 above)

1. Signature: _____ Name: _____ ID: _____

Address: _____ City: _____ State: _____ Zip Code: _____

2. Signature: _____ Name: _____ ID: _____

Address: _____ City: _____ State: _____ Zip Code: _____

6
F
Unsworn Declaration

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct and that I have not transferred the vehicle or boat described above to another owner, or if it has been transferred, that I am applying for a duplicate title on behalf of the new owner. I certify the original title has been either lost, stolen, destroyed, mutilated, illegible or was never received.

Signed on this 26 day of August, 2026 at Brookings, SD

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____