

How to fill out Form 1501 — Lender Paper Title Request

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South Dakota · written against Form 1501 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, submitted by a non-participating lender under the electronic title exceptions in SDCL 32-3-70

/forms/south-dakota/lender-paper-title-request/

A lender's form, listed here for what it refuses. When a South Dakota seller asks a lender to send the paper title so the car can be sold, this is the sheet the lender would have to file - and the department has printed the answer on it in advance. Under the heading noting that paper title requests will not be approved for the following reasons, the first two are the seller's exact request: selling vehicle, because a lien release must be submitted to the county treasurer when a vehicle is sold or traded; and loan payoff, because a lien release must be submitted to the county treasurer. The route out of an electronic title before a sale is the release, not a printed certificate.

This sheet is not the form. Download the blank Form 1501 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1501?f=1501.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	LENDER	Owner, title number and VIN	The record the request attaches to, taken from the department's own title record rather than from the loan file. Watch out: The lender has to be shown on that record. A servicer that bought the loan and never had the lien reassigned cannot file this.
2	LENDER	Where the title should be mailed	Name and address for the printed certificate. On a lender's request that is normally the lender's own title department. Watch out: This is not the owner's address by default, which is the difference between this form and the lien release - there the title goes to the owner unless the lender says otherwise.
3	LENDER	One of the five reasons	Moving to another state, insurance claim or total loss, court order, a name change or an owner being added or deleted, or Other with the department's approval. Watch out: Read the note beneath before ticking anything. Selling the vehicle, a loan payoff, a repossession and simply not participating in the system are all listed as reasons a request will be refused.
4	LENDER	Lender name and the declaration	The institution, then the day, month, city and state of signing under penalty of perjury. Watch out: The declaration is the lender's, not the owner's. An owner who needs a printed title in their own right files Form 1504 instead.
5	LENDER	Agent name, email and phone	A named person at the lender, with contact details the department can use before it denies the request. Watch out: The department-use block underneath prints a denial reason line. A request with no reachable contact gets denied rather than queried.

What gets this one rejected

- Selling the vehicle. The form names it as a reason a request will not be approved, and points to the lien release instead.
- A loan payoff. Also named, with the same answer - the release goes to the county treasurer.
- A repossession. The form directs lenders to apply for a repossession title through South Dakota rather than asking for the existing one to be printed.
- A lender that does not participate in the Electronic Lien & Title system asking for a title in order to see its lien. The form points those lenders to the state's online portal to check the status of their lien.
- A lender not shown on the vehicle's title record. The instruction limits the request to lenders that appear on it.

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

Read off Form 1501 (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 E. Capitol Avenue
Pierre, SD 57501
605-773-3541 <http://dor.sd.gov>

1501

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.dmv@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): Marlene D. Tschetter

Title Number: 418266057 VIN/HIN: 3G7NAXKV0F6412870

C
Title Mailing Information

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

Name: Big Sioux Valley Credit Union Address: 2214 6th St

City: Brookings State: SD Zip Code: 57006

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 my605drive.sd.gov

E
Unsworn Declaration

Lender Name: Big Sioux Valley Credit Union

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 26 day of August, 2026, at Brookings (city) SD (state).

Agent Name: Janene K. Wollman Agent Signature: _____

Email Address: titles@example.com Phone: (605) 555-0192

For Department Use Only

Paper Title Print Request: ☐ Approved ☐ Denied Date Reviewed: _____

MVD Agent Signature: _____ Denial Reason: _____