

How to fill out Form 1503 — Lien Release

South Dakota · written against Form 1503 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, executed by the lienholder under SDCL 32-3-44 and submitted to a county treasurer

[sellmycarhub.com](https://sellmycarhub.com/forms/south-dakota/lien-release/)
/forms/south-dakota/lien-release/

This is the document that ends a South Dakota seller's wait. Where a lien is noted, no paper title exists - the department holds the record electronically and prints nothing - so the certificate a buyer needs comes into being only when the lien is released. Lenders inside the Electronic Lien & Title system do it through their third-party provider and the department prints and mails the title. Form 1503 is for the rest: the instruction reads that this form is only to be completed by non-participating lenders, and that if a lender is participating, a lien release can be completed through their third-party vendor. It is the lender's form, not yours - but knowing it exists is what turns a vague wait into a phone call.

This sheet is not the form. Download the blank Form 1503 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1503?f=1503.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	The vehicle being released	Year, make, model and VIN, under the form's own sentence ordering the lien released. Watch out: Where the title has been electronic since it was issued, the owner may never have seen a VIN in writing. Take it from the loan contract, not from memory.
2	LENDER	Title owner and county of record	The owner as the department's record holds them, and the county the lien was noted in. Watch out: The name must match the record. A borrower who married since the loan was written is still recorded under the old name until a title is issued in the new one.
3	LENDER	Lender name and email	The releasing institution, with an address the department can reach a person at. Watch out: A credit union branch email is more use here than a central one. This is the address a county treasurer uses when something does not reconcile.
4	LENDER	Where the printed title should go	The mailing block. On release the department prints the title and mails it to the owner unless the lender directs otherwise. Watch out: If the sale is already agreed, this is the address the certificate physically arrives at - so make sure it is one where post is collected daily.
5	LENDER	The unsworn declaration and agent signature	Day, month, city and state, then the agent's printed name and signature under penalty of perjury. Watch out: There is no notary block on this form and none is wanted. South Dakota substitutes the unsworn declaration throughout its motor vehicle library.

What gets this one rejected

- A release written by the owner rather than the lender. The form is an order to release the lien, and only the lienholder can give it.
- A participating lender using this form. Where the lender uses a provider, the release goes through the provider electronically and this sheet is redundant.
- The wrong county in the county-of-record box. Liens can be cancelled in any county, but they are noted in the titled owner's county of record, and the record is keyed to it.
- A mailing address that is neither the owner's nor a direction from the lender. On release, the title is printed and mailed to the owner unless directed otherwise by the lender.
- An agent name with no signature under it. The declaration is what makes the release effective, and the form separates the printed name from the signature line.

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

Read off Form 1503 (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.

sellmycarhub.com



State of South Dakota
Motor Vehicle Division
445 E. Capitol Avenue
Pierre, SD 57501
605-773-3541 <http://dor.sd.gov>

1503

Lien Release

A

Instructions

This form is only to be completed by non-participating lenders. If a lender is participating, a lien release can be completed through their third-party vendor. Please complete this form and submit to the county treasurer's office. For a full list of the county treasurer's offices, visit our website at www.dor.sd.gov

B

This is an order to release the lien on the following vehicle:

1 Release

Year: 2015 Make: Chevrolet Model: Equinox LT
VIN/HIN: 3G7NAXKV0F6412870

2 Title Owner Name: Marlene D. Tschetter County: Brookings

3 Lender Name: Big Sioux Valley Credit Union Lender Email: titles@example.com

C

The printed title should be mailed to following address:

4 Title Mailing Address

Name: Marlene D. Tschetter Address: 1408 Medary Ave
City: Brookings State: SD Zip Code: 57006

D

Unsworn Declaration

I affirm that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on this 26 day of August, 2026, at Brookings (City), SD (State)

5 Lender Agent Name Janene K. Wollman

Lender Agent Signature _____