

How to fill out Form 1023 — Power of Attorney - MVD

sellmycarhub.com

/forms/south-dakota/power-of-attorney/

South Dakota · written against Form 1023 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, attached to the certificate or the title application as papers of appointment

The one document that lets somebody else sign the assignment for you, and one of only three in the department's motor-vehicle library that has to be notarised. Its scope is deliberately narrow - complete this application to designate power of attorney only to make an application for title or to assign a certificate of title - and the Procedures Manual makes the attachment mandatory rather than helpful: papers of appointment must be attached to the title document when the assignment is made by an appointed agent. A general financial power of attorney drawn by a lawyer will often be accepted too, but this one-page form is what the department publishes and what a county treasurer expects to see stapled to a certificate.

This sheet is not the form. Download the blank Form 1023 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1023?f=1023.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	Tick Vehicle, and identify it	Vehicle or boat, then year, make, model, VIN or HIN and the title number. Watch out: Take the title number off the certificate if you can still see it. Where the title is electronic or lost, the VIN alone is what identifies the record.
2	YOU	Your name and your city in the appointing sentence	The undersigned, of the city of - with South Dakota pre-printed as the state. Watch out: Use the name exactly as the face of the title prints it. The appointment has to line up with the signature it is standing in for.
3	YOU	Who you are appointing	Full name and complete address for the attorney in fact. Two blocks are printed if you want a fallback. Watch out: If you name two people, you must then answer Group 1. Severally is what makes a second appointee useful; jointly means neither can act alone.
4	YOU	Group 2: which power, or both	To apply for a certificate of title, to assign all rights, title and interest, or both. One or more selections must be made. Watch out: A seller wants the assignment power. A buyer's agent wants the application power. Ticking both is normal where one person is handling the whole transaction.
5	YOU	Date it, print and sign - every owner	The day, month and year of execution, then a printed name and signature for each person who would otherwise have signed the assignment. Watch out: An AND title needs both owners here. One owner appointing an agent does not give that agent the other owner's signature.
6	OTHER	The notary block	Sworn to and witnessed by the notary, with the date and the expiry of their commission. Watch out: This block names a notary only. A county treasurer can take the acknowledgement on the succession affidavit and on the rebuilt-vehicle application, but this form does not offer that alternative.

What gets this one rejected

- An unnotarised form. This is one of the three South Dakota motor-vehicle documents where the signature genuinely has to be witnessed, and the block is printed at the foot for that reason.
- One owner appointing on an AND title. If both names would have had to sign the assignment, both have to appoint - the form prints two signature lines for exactly that case.
- Neither power ticked in Group 2. The form says one or more selections must be made, and an appointment with no powers granted authorises nothing.
- Two attorneys named with no choice made in Group 1. Jointly and severally are opposite answers to the question of whether one signature will do.
- A form filled in after the fact. The Procedures Manual requires the papers of appointment to be attached to the title document when the assignment is made - not produced afterwards to explain a signature already there.
- Using it to let one person sign as both seller and buyer on a recent vehicle. Federal regulations prohibit the same person from signing as both the seller and the buyer in the same transaction where a dealer is involved, on vehicles nine model years old and newer under 16,000 lb gross weight.

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

Read off Form 1023 (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>

1023

Power of Attorney

A
Instruction Complete this application to designate power of attorney only to make an application for title or to assign a certificate of title.

B
Vehicle or Boat Information
☒ Vehicle ☐ Boat
 Year: 2015 Make: Chevrolet Model: Equinox LT
 VIN/HIN: 3G7NAXKV0F6412870 Title Number: 418266057

C
Person(s) Appointed Let it be known that the undersigned Marlene D. Tschetter of the city of Brookings, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Appointed Name: Curtis L. Hofer Address: 214 Elm St
 City: Volga State: SD Zip Code: 57071

Appointed Name: _____ Address: _____
 City: _____ State: _____ Zip Code: _____

D
Attorney Powers The appointed attorney(s) may exercise the following designated powers. Check all that apply.

Group 1: To be used only if more than one person is named above.

☐ Jointly (both people named must sign) ☐ Severally (either person named can sign)

Group 2: One or more selections must be made.

☐ To apply for a certificate of title for the described vehicle/boat in the name of the undersigned.

☒ To assign all rights, title, and interest in the described vehicle/boat on behalf of the undersigned.

E
Disclosure, Signature, and Notary The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens, and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

In witness whereof, the undersigned has executed this instrument on this 26 day of August, 202026.

Name: Marlene D. Tschetter Signature: _____

Name: _____ Signature: _____

Sworn to and witnessed by me this _____ day of _____, 20____.

Notary Signature: _____

My commission expires the _____ day of _____, 20____.