

How to fill out a South Dakota title

Certificate of Title · 9 of 11 boxes are the seller's · rules as of 2026-08-23

This sheet is not the title. It is the checklist to keep beside one. The division will not accept an incomplete application form or an application form that it considers inaccurate or appears to be altered - and South Dakota publishes no correction affidavit for a certificate, so a spoiled assignment means a \$10 duplicate before the sale can move. The manual walks the same order this page does: assignment of a title must be made by the recorded owner or owners, transfer of ownership must be made by an assignment on the reverse side of the certificate of title, the purchaser's name and complete address must be typewritten or printed, and federal odometer regulations require that the odometer statement is completed on the title reassignment.

Who has to sign

Every owner printed on the face, exactly as printed	Assignment of a title must be made by the recorded owner or owners. The manual's rule for a name that has since changed is to sign as seller using the exact name shown on the face, and print the new name as purchaser instead.
Either owner, where the names are joined by OR	John Doe or Mary Doe must be assigned by either. That is the only connector that lets one signature carry the sale.
Both owners, where the names are joined by AND - or by nothing	John Doe and Mary Doe must be assigned by both, and a title with no connector printed between the names is interpreted as "and", requiring the signatures of all owners.
The survivor alone, on a WROS title after a death	John Doe and Mary Doe, with rights of survivorship may be assigned by the survivor on the death of one, when a certified copy of the death certificate is attached to the certificate of title.
A fully appointed agent, with the appointment attached	Papers of appointment - a power of attorney - must be attached to the title document when the assignment is made by an appointed agent. South Dakota's own Form 1023 is notarised, and the manual notes that a non-secure power of attorney is the one commonly used in private transactions.
A trustee, where the title is in a trust's name	If a title is issued in the name of a trust without a trustee indicated, a copy of the trust papers must be submitted; where the trust names multiple trustees joined by "and", all their signatures are required.
Not a licensed dealer, and not you in a dealer's block	Only a licensed dealer is authorised to do multiple reassignments on a title. The reassignment blocks on the back are not spare room for a private sale that went wrong.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any ink: read the face, then turn it over	Check the connector printed between the owner names, check whether a lien is shown on the face, and find the assignment blank on the reverse. Note whether the foot of the front carries a tear-off report of sale. Watch out: South Dakota has no correction affidavit for a certificate. The division refuses an application that appears to be altered, and the only route back from a spoiled assignment is a \$10 duplicate - which only the recorded owner can apply for.
1	LENDER	The lien on the face, if there is one	All liens shown on the face of the title should be released by the county treasurer, and a title can be accepted for transfer with an open lien only where a lien release is attached to it. Watch out: If your title never arrived, this is why: no paper title is printed while a lien is noted. The lender clears it electronically through its provider, or on Form 1503 if it does not use one, and the department then prints and mails the certificate.
2	YOU	Assignment blank, reverse: every owner signs as printed	Assignment must be made by the recorded owner or owners, signing exactly as the name appears on the face. One signature carries an OR title; an AND title, or one with nothing printed between the names, needs them all. Watch out: A name that has changed since the title was issued does not get signed the new way. Sign as the face reads and print the current name in the purchaser block instead - that is the manual's own instruction for a marriage or a name change.
3	YOU	The purchaser's name and complete address, printed	The manual requires the name of the purchaser, complete address and lien information to be either typewritten or printed in the assignment blank on the reverse. Watch out: Printed, not signed off in a hurry. This is the block a county treasurer reads to decide who now owns the car, and an assignment carrying a first name and a town is not a complete address.
4	YOU	The odometer statement, inside the assignment	Federal odometer regulations require the odometer statement to be completed on the title reassignment. Whole miles for any 2011-or-newer vehicle under twenty years old, with one of the printed statements ticked. Watch out: Falsifying it is a Class 6 felony under SDCL 32-3-30.1, and the department may refuse to transfer the title if it is left incomplete. A 2010-or-older car is exempt - but if a previous owner skipped the disclosure, the manual says the odometer can never be shown on that title again.

#	WHO	BOX	WHAT GOES IN IT
5	YOU	Record the date of sale	The date the assignment is dated is the date every clock in the transaction runs from - your forty-five days to deliver, the buyer's forty-five days to apply, and the tax the county calculates. Watch out: Do not change it later to buy anybody time. If the sale date is changed on the title the applicant has to prove the correct purchase date with a bill of sale or sales contract, and the manual notes that the penalty keeps running while they do.
6	YOU	Take the plates off, before the car leaves	The transferor shall remove the number plates from the vehicle. They go with you, and the unexpired months become a credit when they are attached to your next vehicle. Watch out: Leaving them on is a Class 2 misdemeanor and it forfeits the credit outright - the plates are no longer valid the moment they stay behind. A \$5 reassignment fee applies when you put them on the next car.
7	YOU	Hand over the free 45-day seller's permit	The seller shall provide the purchaser with a seller's permit that allows movement of the vehicle until it is registered, and no later than forty-five days from the date of purchase. It costs nothing, from the state portal or a county treasurer's kiosk. Watch out: This is the one South Dakota duty with no equivalent anywhere else, and it is a Class 2 misdemeanor to skip. Print it before your buyer arrives, not after - the car is not legally moving without it.
8	YOU	File the report of sale the same day	At the time of sale, the seller files a report of sale naming the purchaser and their address - on the tear-off strip at the foot of a recent certificate, online through the state portal, or on Form 1024. Watch out: There is no grace period written into the statute at all. And read what it does and does not do: the report serves only as notification of a sale and does not cause any action to be taken against the title or registration record.
9	YOU	Give the buyer the bill of sale, then the title	A bill of sale cannot replace the assignment, but the buyer needs it at the counter. Deliver the assigned certificate inside forty-five days of the sale. Watch out: Without a bill of sale the treasurer assesses the 4% excise tax on the retail value in a dealers' guide rather than on what your buyer paid. On an older car that gap is usually larger than the tax itself.
10	BUYER	The buyer's forty-five days	Title application, the 4% excise tax, the \$10 title fee and the \$2 technology fee, at the county treasurer in the county where they live - within forty-five days of the purchase date. Watch out: Past forty-five days the county adds a \$1 late fee for each week to twenty-five weeks and \$50 thereafter, plus interest and a 10% penalty on the tax after sixty days. Past ninety days it is a Class 2 misdemeanor - and at day forty-six you can make it one by filing a written complaint.

Six rules for the pen, on a document the state will not let you correct

- **Work on the reverse, never the face** — Transfer of ownership must be made by an assignment on the reverse side of the certificate of title. The face is the state's printing; the only thing on that side you ever detach is the tear-off report of sale at its foot.
- **Sign the name the face prints, not the name you use** — The manual's marriage-and-name-change rule generalises: the seller signs using the exact name shown on the face of the title. The corrected name belongs in the purchaser block, or on a supporting affidavit, never over the top of the old one.
- **Print the buyer's details, do not scribble them** — The name of the purchaser, complete address and lien information must be either typewritten or printed. A county treasurer who cannot read the address cannot issue the title.
- **Never leave the odometer statement half-done** — The department may refuse to transfer the title or issue a new title if the owner, seller or auctioneer does not complete the odometer disclosure information on the vehicle title - and falsifying it is a Class 6 felony.
- **Stay out of the reassignment blocks** — They are reserved for licensed dealers, and only a licensed dealer is authorised to do multiple reassignments on a title. A private sale gets one assignment.
- **Photograph the reverse before it leaves your hand** — South Dakota's record does not change until your buyer reaches a counter, and the report of sale explicitly takes no action against the title record. Your photograph and your filed report are the whole of your evidence for up to forty-five days.

SOUTH DAKOTA CERTIFICATE OF TITLE

the front — the state's own record, printed the day the title was issued

STATE-PRINTED. THE ONLY THING ON THIS SIDE A SELLER TOUCHES IS THE STRIP AT THE FOOT

VEHICLE IDENTIFICATION NUMBER

YEAR

MAKE

MODEL

BODY TYPE

OWNER NAME AND ADDRESS

AND · OR · WITH RIGHTS OF SURVIVORSHIP · TRANSFER ON DEATH

The word between two names is the one that decides the next sale. OR is assigned by either; AND by both; nothing printed at all is read as AND.

TITLE NUMBER, ISSUE DATE, WEIGHT

The title number is what every other document in the transaction quotes — the report of sale, the bill of sale, the odometer sheet and the buyer's application all carry a box for it.

BRAND, WHERE ONE EXISTS

SALVAGE TOTAL LOSS · RECOVERED THEFT · REBUILT · PARTS ONLY · JUNKING CERTIFICATE · MANUFACTURER

The department's own brand list, from the application that produced this title. A bonded title carries a disclaimer here instead, saying the vehicle may be subject to an undisclosed interest.

PREVIOUS STATE · ODOMETER AS RECORDED

Out-of-state title brands are displayed on all South Dakota titles in the previous state field. Where an odometer reading was disclosed at the last transfer it is shown on the title — and once a disclosure has been skipped, it can never be shown again.

1 LIEN SECTION, ON THE FACE

RELEASED BY THE COUNTY TREASURER

All liens shown on the face of the title should be released by the county treasurer, and a title can be submitted for transfer with an open lien only where a lien release is attached to it. If this section is why your certificate never arrived, that is the point: no paper title is printed at all while a lien is noted.

8 TEAR-OFF REPORT OF SALE, ACROSS THE FOOT

PURCHASER'S NAME AND ADDRESS · DATE OF SALE · DETACH AND SEND

On a recently issued certificate the department attaches a tear-off form to the bottom of the title, and makes the seller responsible for completing the information and forwarding it to the county treasurer's office. It satisfies a statute that gives you no days at all. An older certificate has no strip — file Form 1024 or the online report instead.

YOU

THE REVERSE

the assignment blank — where a South Dakota private sale actually happens

The manual, in one line: transfer of ownership must be made by an assignment on the reverse side of the certificate of title. The order of the blocks inside the blank is not published; they are drawn here in the order the department describes them.

2 ASSIGNMENT OF TITLE — SELLER'S SIGNATURES

SIGNED EXACTLY AS THE NAME APPEARS ON THE FACE

Assignment of a title must be made by the recorded owner or owners, or by a fully appointed agent with the papers of appointment attached. A name that has changed since the title was issued is still signed the old way — the corrected name goes in the purchaser block instead.

X

YOU

3 PURCHASER'S NAME AND COMPLETE ADDRESS

TYPEWRITTEN OR PRINTED — NOT SIGNED IN A HURRY

The manual requires the name of the purchaser, complete address and lien information to be either typewritten or printed. This is the block a county treasurer reads to decide who now owns the car.

YOU

4 ODOMETER STATEMENT, INSIDE THE ASSIGNMENT

READING · ACTUAL MILEAGE / EXCEEDS MECHANICAL LIMITS / NOT ACTUAL

Federal odometer regulations require that the odometer statement is completed on the title reassignment, and the department may refuse to transfer the title if it is not. Model year 2011 and newer discloses until the vehicle is twenty years old; 2010 and older is exempt. Falsifying it is a Class 6 felony.

YOU

5 DATE OF SALE

Every clock in the transaction runs from this date — your forty-five days to deliver the title, the buyer's forty-five to apply, and the tax and penalty the county works out.

YOU

LIEN INFORMATION, FOR THE BUYER'S LENDER

All liens to be noted on the title record must be noted in the proper space provided in the assignment blank on the reverse. It is the buyer's lender's space, not yours.

DEALER REASSIGNMENTS

LICENSED DEALERS ONLY — A PRIVATE SALE GETS ONE ASSIGNMENT

Only a licensed dealer is authorized to do multiple reassignments on a title, and where the back runs out of space a dealer moves to a Secured Dealer Reassignment form the state does not supply. These blocks are not spare room for a private sale that went wrong.

NO NOTARY ANYWHERE ON THIS DOCUMENT

CURE FOR A SPOILED ASSIGNMENT: \$10 DUPLICATE, FORM 1002

☐ You write it, in pen ☐ Not yours to fill ☒ The order a sale meets the blocks

Block names transcribed from the South Dakota Motor Vehicle Division's 2023 Procedures Manual — its Title Transfers, Assignment of Certificate of Title, Notation and Cancellation of a Lien and Report of Sale sections — and from the department's own field labels on Forms 1001, 1021 and 1024 · South Dakota publishes no specimen certificate, and no colour, proportion, typography or security printing of the real document is reproduced here

1024



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

Seller's Report of Sale

A
Instruction

For your protection, keep this notice until the vehicle is sold or transferred. When you sell the vehicle/boat you must file the new purchaser information with your local county treasurer. Failure to do so is a Class 2 misdemeanor. Do not give this form to the buyer. By submitting this form, you are notifying the state of South Dakota of the sale or transfer of this motor vehicle/boat. The title record will not be changed until the title is submitted for transfer. This may protect you from liabilities resulting from driving or movement of the vehicle/boat after the date of the sale. Owners should keep a copy of this notice for their records as proof of the transfer.

B
Vehicle
Information

Year: 2015 Make: Chevrolet Model: Equinox LT
VIN/HIN: 3G7NAXKV0F6412870 Title Number: 418266057

C
Sale
Information

Date of Sale: 08/19/2026 Selling Price: \$9,150.00
Seller's Name: Marlene D. Tschetter Address: 1408 Medary Ave
City: Brookings State: SD Zip Code: 57006

D
Purchaser
Information

Purchaser's Name: Orval J. Bjornson Address: 723 Kampeska St
City: Watertown State: SD Zip Code: 57201
Purchaser's SD Driver's License # or SSN: 07734159

E
Seller
Signature

I certify that I have sold or transferred the vehicle described herein and have assigned and delivered the certificate of title to the buyer or transferee, thereby releasing interest in this vehicle.

Seller's Signature: _____ Date: _____