

South Dakota  
Department of Revenue & Regulation  
Division of Motor Vehicles

## South Dakota Dealer *TitleFile*<sup>TM</sup> Application

**Motor Vehicles Help That Works!**  
Find your answers at **605-773-3541**.

E-mail: [motorv@state.sd.us](mailto:motorv@state.sd.us)

Website: [www.state.sd.us/drr](http://www.state.sd.us/drr)

### **Benefits of *TitleFile*<sup>TM</sup>**

- Obtain complete information on trade-ins or collateral in seconds
- Verify vehicle, current owner, and lien holder information up front
- Obtain correct name for power of attorney
- Discover a rebuilt or salvaged vehicle
- Discover an odometer discrepancy
- Discover a suspended title
- Find a previous owner when title is pending
- Discover a replacement title
- Discover a replacement title lien holder
- Discover a switched VIN plate
- Discover a forged title
- Reduce buy backs and lawsuits
- Solve title problems before the deal is closed
- Eliminate time and cost of phone calls to the DOR
- Create title applications faster and easier
- Reduce title application rejects

# ***TitleFile*<sup>TM</sup> Background and Instructions**

*TitleFile*<sup>TM</sup> is a unique program developed by the South Dakota Department of Revenue & Regulation, Division of Motor Vehicles and TML Information Services (TML). The **Motor Vehicle Title Information Confidentiality and Use Agreement** and the **Account Service Agreement** applications must both be filled out and submitted to TML Information Services, Inc., 116-55 Queens Boulevard, Forest Hills, NY 11375 (1-800-743-7891). Both forms must be completed in full before users can access *TitleFile*<sup>TM</sup>.

*TitleFile*<sup>TM</sup> is an Internet web site that allows a vehicle dealer or financial institution, using a Vehicle Identification Number (VIN) or South Dakota Title Number to instantly retrieve, view, and print all current and pending title information. This includes up-to-date vehicle, branding, odometer, owner, lienholder, correspondence and pending title information. *TitleFile*<sup>TM</sup> also creates, edits, and prints completed South Dakota Motor Vehicle Title Application forms. Title application information is electronically forwarded to the South Dakota Department of Revenue & Regulation when the title application is completed and printed. Liens are automatically perfected at the point-of-purchase.

## ***Internet Access and Personal Computer Needs***

For *TitleFile*<sup>TM</sup> Internet access, you must provide a PC, laser or ink-jet printer, an Internet service provider, and web browser.

## ***Customer Support***

For your Internet access, we e-mail your TML account and password information so you can begin using the application. TML provides 1-800 setup and user help.

## ***User Designation and Confidentiality***

South Dakota vehicle dealers, mobile/manufactured home dealers, banks, finance companies, and credit unions may use *TitleFile*<sup>TM</sup>. A completed **Confidentiality and Use Agreement** including your SD Company Identification Number and TML **Account Service Agreement** will authorize your use.

## ***Fees***

There is a \$75 refundable security deposit. The monthly service and support fee is \$7.95 per account. Each VIN/title search transaction and new vehicle title application transaction is \$.35 each. All other title application transactions are \$.70.

MV-096 Revised 04/05	<h2 style="margin: 0;">Motor Vehicle Title Information Confidentiality and Use Agreement</h2> <p style="margin: 0;">             TML Information Services, Inc.              116-55 Queens Boulevard              Forest Hills, NY 11375 1-800-743-7891           </p>
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### Section A. Dealer Information

Dealership	
Address (Street, City, State, Zip)	
South Dakota Department of Revenue & Regulation Dealer Number (required)	
Contact Name (please print)	Phone
Email	

### Section B. Statement of Agreement

The South Dakota Department of Revenue & Regulation (SDDRR) and TML Information Services, Inc. (TML) have entered into an agreement by which TML is authorized to provide business entities (Users) the capability to retrieve information through data communications channels from the SDDRR's motor vehicle title database. The SDDRR's purpose in providing access to this information is to facilitate the processes by which motor vehicle titles are validated and motor vehicle title applications are prepared. To be authorized to use the services provided by TML, Users must agree to the following terms and conditions:

**Terms and Conditions**

1. Users shall only use the motor vehicle title information for legitimate dealer business activities as specified in the Driver Privacy Protection Act and South Dakota Codified Law. Specific authorized uses are:
  - a. Verifying the accuracy of motor vehicle titles.
  - b. Preparing motor vehicle title applications.
2. Users shall not sell, assign, or transfer to anyone any motor vehicle title information in any form.
3. Users will share motor vehicle title information with customers and other parties only to the extent necessary to conduct normal, legitimate business activities relating to the application for title.
4. Users shall destroy or render useless all printouts of motor vehicle title information after they have served their legitimate business purposes.
5. Users are responsible for anyone who accesses the information using their dealership account number. SDRR and TML strongly recommend that the dealer assign employee identification numbers so as to track who is obtaining access to the information. It is also recommended that the dealer change the password on a regular basis and whenever someone with access leaves the dealership.

I understand and agree to the terms and conditions stated above. I further understand that my failing to comply with the above terms and conditions could result in withdrawal/cancellation of the services provided by TML.

Name (print)	Title
Signature of Authorized Representative:	Date

MV-096 Revised 04/05	<b>Account Service Agreement</b> TML Information Services, Inc. 116-55 Queens Boulevard Forest Hills, NY 11375 1-800-743-7891
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**Section A. Dealer Information**

Dealership		
Contact Name (please print)	Title	
Address (Street, City, State, Zip)		
South Dakota Department of Revenue & Regulation ID (required)		
Phone	Fax	Email

**Section B. Statement of Agreement**

Subject to the provisions herein, TML Information Services, Inc. (TML) grants to the Customer named below, a nonexclusive and nonassignable authorization to use the TML Service and to logon to the TML Network for on-line Record retrieval.

**Access:**  
 TML shall provide Customer with the necessary User ID to access the Service and/or the Network and user documentation. Customer may access the Service using the Service and/or Network using any MS DOS compatible PC with a (1200 to 9600 baud) modem. Access to South Dakota Title records, and the electronic filing of South Dakota Title forms is restricted to South Dakota Designated Agents (DA) in good standing with the South Dakota Department of Revenue & Regulation, Division of Motor Vehicles for only those uses approved by the Department. Access to records from other databases (state or private) may have additional restrictions.

**Notification:**  
 TML may modify this Agreement, rules, or prices by notifying the Customer by first class mail or posting announcement on the Service or via the Network. TML may discontinue or revise any or all aspects of the Service at its discretion and with minimum prior notice.

**Customer's Duties:**  
 The Customer shall only request a Record for lawful business related purposes. Customer shall only reuse a record obtained from the Service for lawful business related purposes. The Service shall be used exclusively by the Customer and the Customer's employees. The Customer shall not allow others to logon to the TML Network or Service, whether free or purchased by the Customer, provided by TML to facilitate network access. Customer shall make the Customer and its employees knowledgeable regarding all laws and regulations related to Record use and the retention and shall comply with same.

**Limited Warranty:**  
 TML makes no guarantee of correctness or completeness of any Record retrieved beyond that made by the State of Record. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED.

**Equipment:**  
 The Customer is responsible for and must provide all telephone and other equipment necessary for accessing the TML Service or Network.

**Assignment:**  
 The Customer's right to use the Service is not transferable and is limited to the Customer's own business needs.

**Terms:**  
 A \$75 security deposit is required to open an account. Account holders are billed monthly for transactions processed in the previous month and for the monthly service fee. Terms are net 30 days. This Agreement is cancelable by either party upon 30 days written notice.

**Limitation of Liability:**  
 Under no circumstances shall TML be liable to Customer or any other entity for any lost profits or other damages or fines or penalties, whether general, special, incidental or consequential.

The Customer is solely responsible for any use or misuse of the Service, Network, and Record information received under the Agreement and for Customer compliance with all laws and regulations applicable to such Record information. Customer agrees to hold TML harmless in any and all loss, cost, expense, penalty, or liability arising out of Customer's use of the Service, Records, Network, or any other services provided under this Agreement.

Name (print)	
Signature of Authorized Representative:	Date