

# Application for Certificate of Title

Idaho Transportation Department



**Important:** All vehicles and vessels not currently titled in Idaho must have an inspection completed by a peace officer, or an agent for the Idaho Department of Transportation.

**This application must be typed and is not a Certificate of Title.**

**Instructions are on Page 2**

Brands:  Rebuilt Salvage  Previous State Brand  Reconstruct  Repaired  Other \_\_\_\_\_

<b>Section 1 Vehicle/Vessel Description</b>	Previous Idaho Title No.		1st Vehicle or Hull Identification No.			
			2nd VIN If Assigned			
	Year	Make	Body Type		Model	
	Description		Color (Primary/Secondary)		Fuel Type	Wheel Base
	Weight	Length	Width	Hull Material	Horsepower	Propulsion
	Odometer Reading (no tenths)		Odometer Status		Odometer Reading Date	
		<input type="checkbox"/> Actual <input type="checkbox"/> In Excess <input type="checkbox"/> Not Actual <input type="checkbox"/> No Device <input type="checkbox"/> Exempt				
Previous State		Previous State Brand		Previous State Title No.		

<b>Section 4 Sales Information</b>	Idaho Sales Permit No. (required for leasing or rental companies)			Purchase Date
	<input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Tax Not Included <input type="checkbox"/> Tax Exempt Sale (Enclose Tax Form)			
	Gross Sales Price.....\$			•
	Qualifying Rebates.....\$			•
	Trade-In Allowance (Dealer Sales Only).....\$			•
	Adjusted Gross Sales Price.....\$			•
	Net Idaho Sales Tax Due.....\$			•
	Net Idaho Sales Tax Collected by Seller.....\$			•
	<b>Trade-In Information</b>			
	<b>For Tax Purposes, Trade-Ins are Allowed on Dealer Retail Sales Only</b>			
Year	Make	Body Type	Model	
Vehicle Identification No. (VIN)				

<b>Section 2 Purchaser – Owner</b>	Owner #1 Full Legal Name (Last, First, Middle) or Business Name		<input type="checkbox"/> Or <input type="checkbox"/> And
			<input type="checkbox"/> LSR <input type="checkbox"/> DBA
	Idaho Driver's License Number or SSN / EIN if Business		
	Owner #2 Full Legal Name (Last, First, Middle) or Business Name		<input type="checkbox"/> Or <input type="checkbox"/> And
			<input type="checkbox"/> LSE <input type="checkbox"/> DBA
	Owner #3 Full Legal Name (Last, First, Middle) or Business Name		
	Physical Address of Owner's Current Legal Residence or Business		
Mailing Address if different from Owner's Current Legal Residence			
City	State	Zip+4	

<b>Section 5 Company Signature</b>	Company Name		
	Company Address		
	Title	Phone No. ( )	Date
	I certify that all information on this application is correct and that I have witnessed the signature(s) of the person(s) signing this application.		
	Authorized Signature <b>X</b>		
Title documents will be mailed to the county office located in (City)			

<b>Section 3 Lienholder(S)</b>	Primary Lienholder Name		
	Mailing Address		
	City	State	Zip+4
	Secondary Lienholder Name		
	Mailing Address		
	City	State	Zip+4

<b>Section 6 Fees Paid</b>	Title Fee.....\$	8.00
	\$15.00 Rush Fee (Optional).....\$	•
	<b>Total Collected</b> \$	

<b>Section 7 Applicant Signature</b>	I, the undersigned, certify that the vehicle/vessel described above is owned by me and this vehicle/vessel will not be the subject of a lien prior to receipt of the title unless indicated in Section 3. I further certify that all information contained herein is true and correct to the best of my knowledge and belief. I hereby make application for a Certificate of Title for said motor vehicle/vessel. The signature below is my true and legal signature.	
	X	Daytime Phone Date
	X	Daytime Phone Date

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## Instructions

For signatures, remember:

- If an agent signs this form for **any** applicant's signature, either the original document appointing the agent (e.g., power of attorney) or a copy verified to be a true copy of the original must be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor.
- If two owners of record will be shown on the title, either may sign if their names will be connected by "OR", but both must sign if their names will be connected by "AND".
- **The applicant's signature must be witnessed; by the dealer, or financial agency; or it will not be processed.**

Section 1 .... Enter the complete vehicle or hull identification number, and if there was a previous Idaho title enter the title number. Generally, the odometer reading on vehicles being transferred that are newer than 10 years must be the current actual reading. Older vehicles generally are exempt, but the odometer reading may be entered at the owner's request. Also include model year, make, model, description, and as much information as you have.

Section 2 .... List the new owner(s) of record using the full legal last name, first name, and middle name as listed on their Idaho driver's license. Enter the current driver's license number or SSN. If there are two owners, check the "OR" or "AND," and add the second owner. If an individual is "doing business as" a company name, check DBA. Businesses must include their EIN. List the current physical address, and mailing address, if different.

Section 3 .... This section is to be completed when there is to be a lienholder. It should be filled out with complete lienholder information, and the title will be issued with the lien and mailed to the first lienholder.

Section 4 & 5 These sections are filled out by the dealer and each line completed accurately. Note to dealers: you are certifying the accuracy of the information and witnessing the signature of the applicant.

Section 6 .... These are titling fees, and a check in that amount will need to be included.

Section 7 .... Applicant, you are certifying the accuracy of the information on this document, and that this vehicle/vessel is owned by you.

Idaho Title Fee - \$8.00	Include an \$8.00 Idaho title fee with this completed application.
RUSH Fee - \$15.00	For "RUSH" service, add \$15.00 to the \$8.00 title fee for a total of \$23.00.

**Failure to complete any of the above requirements will result in the application being returned.**

Faxed copies are not acceptable.

If you have questions, please contact the Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

## Thank You