

Transitional Ownership Document (TOD)



**This document is for use solely in perfecting security interests in vehicles.
It is not a negotiable document or evidence of ownership or right to title.**

I hereby certify that:

1. The information on this document is accurate.
2. The primary ownership document is not in my possession and is not available for submission to ITD.
3. The primary ownership document is being obtained and I understand that document must be received by ITD or a county assessor motor vehicle office within 90 calendar days of the date of sale, or if there was no sale, the date of the security agreement / contract, or this document and any lien perfection based on this document shall be invalidated. I understand that false certification may invalidate this document.
4. The attached photocopy of the report of sale and application for certificate of title (ITD 0502) is made a part of this application for TOD and is a true and correct copy of the original.

Vehicle/Hull Identification Number	Report of Sale ITD 0502 Control Number (Red)	
Printed Name of Individual Submitting the TOD	Dealer Number or Account Number	Telephone Number
Signature of Individual Submitting the TOD		Date
Name of Dealership or Financial Agency Submitting the TOD		
Refinances Only - No Ownership Changes: Attach either		
1) A letter with owner name(s), current address(es), new lien holder name(s) and address(es), vehicle or hull identification number, model year, make, and the lien creation date; or		
2) An application for certificate of title (ITD 3337) that has been completed with current lien holder information and the lien creation date; or		
3) A copy of the security agreement if all required information listed in (1) is included.		

(Caution and Instructions on Reverse)

- - CAUTION - -

This document:

1. May not be used if the primary ownership document (i.e. title, manufacturer's certificate of origin) is available or if there is no lien.
2. Is valid only when: (a) in the possession of ITD or a county assessor motor vehicle office, (b) has been properly completed, and (c) a photocopy of the title application has been submitted with the TOD.
3. Is valid only if it has been **received** by ITD or a county assessor motor vehicle office within **30* calendar days** of the date of sale, or if there was no sale, the date of the security agreement/contract, along with a non-refundable \$15.00 fee.
4. Is valid only if ITD receives the primary ownership document with the original title application and other supporting documents within **90* calendar days** of the date of sale or if there was no sale, the date of the security agreement/contract.

***In determining days, do not count the actual day of sale or day the contract was signed. If either the 30th day or the 90th day falls on a weekend or holiday, the last date the TOD will be accepted is the next department or agent working day.**

- - INSTRUCTIONS - -

1. All applicable areas of the TOD form **MUST** be completed or this document will not be accepted by DMV.
2. Complete the boxes by typing or printing clearly.
3. Record the complete vehicle or hull identification number (VIN or HIN).
4. If this is a 2nd stage manufactured vehicle, the VIN **MUST** be the chassis number.
5. Send \$15.00 with this document. If this non-refundable fee is not received, the document will be invalidated.
6. Take this document with a copy of the report of sale and application for certificate of title to a local DMV county office or mail it to:

Idaho Transportation Department
Attn: Vehicle Services TOD Desk
PO Box 34
Boise, ID. 83731-0034

Or send it by facsimile machine (FAX) to: 208-334-8658. If the TOD is submitted by FAX, a dealer or account number must be included on the form.