

# Transitional Ownership Document (TOD)



**This non-negotiable document is for use solely in perfecting security interests in vehicles.**

I hereby certify that:

1. The primary ownership document is not in my possession and is not available for submission to ITD.
2. The primary ownership document is being obtained. 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.
3. The attached photocopy of the Report of Sale and Application for Certificate of Title (ITD 0502), or alternative documents listed below\*, is made a part of this application for TOD and is a true and correct copy of the original.
4. The information on this document is accurate.

Vehicle/Hull Identification Number	Report of Sale ITD 0502 Control Number (Red)	Dealer/Account Number
Printed Name of Dealership/Financial Institution Submitting the TOD		Telephone Number
Printed Name of Dealer/Financial Institution Representative Submitting the TOD		
Signature of Representative Submitting the TOD		Date
<b>*Refinances Only - No Ownership Changes</b> – Attach one of the following: 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; <b>or</b> 2) An application for certificate of title (ITD 3337) that has been completed with current lien holder information and the lien creation date; <b>or</b> 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) it is in the possession of ITD or a county assessor motor vehicle office, (b) it has been properly completed, and (c) a photocopy of the title application has been submitted with the TOD.
3. Is valid only if it includes a non-refundable \$26.00 fee and has been receipted 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.
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, begin counting the first day after the actual day of sale or day the contract was signed. If either the 30<sup>th</sup> day or the 90<sup>th</sup> 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 two stage manufactured vehicle, the VIN **MUST** be the chassis number.
5. Send \$26.00 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

This document can also be sent 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 to allow the fees to be charged to that account.