



# Off-Site Motor Vehicle Dealer's License Temporary Supplemental Lot

Idaho Transportation Department - Division of Motor Vehicles

ITD 3198 (Rev. 08-13)  
itd.idaho.gov

Return completed form and payment to: Idaho Transportation Department  
PO Box 34  
Boise ID 83731-0034

**Allow five business days for ITD to process. A signed ITD-approved copy of this application must be posted at the off-site sale.**

Temporary Sale Information		
Sale Dates - not to exceed 10 calendar days (From) _____ (To) _____		
Temporary Location Business or Property Name		
Temporary Location Address		
City	State	Zip
Products to be Sold Off-Site <input type="checkbox"/> New only* <input type="checkbox"/> Used only** <input type="checkbox"/> New and Used*		
<p><b>*If not in the same or adjacent county</b>, submit a letter of permission from each manufacturer indicating approval for this specific location and date of sale.</p> <p>**Must be within 175-mile radius of principal place of business.</p>		

Applicant Information	
Dealership Name	
Dealership Number(s)	
Dealership's Phone Number	Fax Number
To be Submitted by Applicant:	
Zoning Authorization Letter .....	<input type="checkbox"/>
One Dealer \$44 .....	<input type="checkbox"/>
Two or more Dealers \$88*** .....	<input type="checkbox"/>
***Each dealer must complete an application.	
Permission Letter From Each Manufacturer of Franchise (If Applicable).....	<input type="checkbox"/>
Group's Main Dealer Number	

List all **new** vehicle manufacturer and/or makes to be sold or displayed - (Additional space on page 2)

Manufacturer	Make	Code (ITD use only)

Manufacturer	Make	Code (ITD use only)

Print Dealer's/Authorized Representative's Name	Date License Issued
Dealer's/Authorized Representative's Signature <b>X</b>	Investigator's/DMV Agent's Signature <b>X</b>
Date Submitted	Receipt Number

