



# Titles Transmittal For Dealer/Financial Agency

Idaho Transportation Department

ITD 3204 (Rev. 02-16)  
Supply # 01-954355-2  
dmv.idaho.gov

**Do not use for Rush items - For all Rush items use ITD 3203**

Dealer/Financial Agency Name	Dealer Number	Dealer/Financial Agency Address	Date Sent/Delivered
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**• Standard Title Fee = \$14.00 • TOD = \$26.00 • Submit a separate check for each transmittal page**

Title Type	Owner Name (last, first)	Make	Year	Vehicle/Hull Identification Number	Control Number	Fees
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Titling Action Types**

TOD - Transitional Ownership Document	NC - Name Change with or without Lien Change
NE - New (Never Titled Before)	DN - Duplicate Name Change
OS - Out-of-State Title	LC - Lien Change/Clearance
DU - Duplicate	TF - Transfer Idaho Title
DT - Duplicate Transfer	

Check Number

Subtotal \_\_\_\_\_  
Credit Card Fee \_\_\_\_\_  
(subtotal x .03)  
Total \_\_\_\_\_

**Credit card purchases are subject to a service fee.**

Name as it appears on the front of credit card:			
Credit Card Type	Credit Card Number	Expires	Security Code <small>(from back of card)</small>
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			

**Department Use Only**

Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_

Number of Titles: \_\_\_\_\_

**Send original and one copy to:** (Keep a copy for your records)

DMV Title Processing Center  
PO Box 140019  
Garden City, ID 83714-0019

**OR**

Your local county  
assessor's office

Please enclose a Self Addressed Stamped Envelope so we can return your copy and a receipt to your company. Otherwise you will not receive a receipt.