



# Conditional Title Statement of Facts

Idaho Transportation Department

ITD 3405 (Rev. 03-15)

Supply # 019580463

**Applicant** must complete this form in detail and present it to the county DMV office when applying for a Conditional Title. All documents must be provided to show proof of ownership. Failure to comply will result in rejection of title application. **See**

**Instructions on Page 2.**

Model Year	Make	Model	Body Style	Vehicle Identification Number (VIN)																
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

1) Date the Vehicle was Acquired \_\_\_\_\_ Purchase Price of Vehicle \_\_\_\_\_

2) Documents Supporting Ownership – Check all that apply

Title     Bill of Sale     Sales Contract     Invoices     Registration

Other \_\_\_\_\_

**Note:** If no proof of purchase is available for tax purposes, the tax will be assessed based on NADA Clean Retail value or an appraisal from an Idaho Licensed Dealer

3) Describe how you came into possession of the vehicle

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4) Indicate why the seller was not able to provide a title

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5) Vehicle was Purchased in Idaho    If No, enter the state the vehicle was purchased in

Yes     No

6) Full Name of Person Purchased From	Address	City	State	Zip Code

**I understand that pursuant to Idaho code 49-502 (1) a title in the seller's name is required for titling for all future vehicle purchases. Please Initial \_\_\_\_\_**

This statement is attached to and made a part of my application for Idaho Certificate of Title to the above-described vehicle/vessel. I do hereby agree to warrant and defend said Title, and to not only save harmless and defend, regardless of outcome, the Idaho Transportation Department (ITD) from the expenses of and against all suits, actions, claims, losses, or assertion of claims including costs, expenses and attorney fees to which the department may be subjected on account of any defect in my Title to the vehicle/vessel in question, but also to pay any and all damages suffered by any person or entity resulting from the issuance of this title by the Idaho Department of Transportation.

I certify that the above-described vehicle/vessel is free from all liens and encumbrances, except as set forth in my application for Idaho Certificate of Title.

I further certify that under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that the signature below is my true and legal signature.

Full Legal Name or Business Name - Printed		Owner's Idaho Driver's License Number or SSN / Business's EIN		
Owner's or Business's Physical Address		City	State	Zip Code
Owner / Business Representative's Signature		Date	Daytime Phone Number	
X			( )	



## Instructions

A Conditional Title may be applied for when all of the following are true:

- The vehicle is 10 or more years old
- The applicant cannot satisfy normal title document requirements
- The applicant is an Idaho resident and the vehicle is in Idaho
- The vehicle is NOT abandoned or subject to a possessory lien sale

### Fees

Title fee: \$14.00  
 VIN Inspection: \$5.00  
 Registration Fees, if applicable

## Procedure

- Step One – Obtain a Motor Vehicle Record search in Idaho or the state where the vehicle is from. If the State of Record is unknown check the website: [www.vehiclehistory.gov](http://www.vehiclehistory.gov). This site will tell you which state to contact for the owner and lienholder information. If no record is found in any state proceed to step three.
- Step Two – Attempt to contact the owners of record by certified mail with return receipt requested. Ask for
  - a release of interest
  - or
  - if you purchased the vehicle from the titled owner, a completed *Duplicate Idaho Title Application With Ownership Transfer* form (ITD 3369), signed and notarized.

If you sent certified mail and received the envelope back, do not open it. If you received the signed green card showing the letter was delivered, you must give the addressee 30 days to respond to your request. Retain the green card and/or envelope. It will be required when titling the vehicle.

- Step Three – If no bill of sale or proof of ownership including the purchase price is available, the vehicle must be appraised by a licensed Idaho dealer. Tax must be paid on the purchase price, appraised value, or the clean NADA value. The VIN inspection may also be completed by the Idaho dealer at this time using the form *Vehicle Appraisal and Vehicle Identification Number (VIN) Inspection* (ITD 3404).
- Step Four – if a VIN inspection wasn't obtained in Step Three, obtain a VIN inspection from any County Assessor's DMV office, an Idaho Law Enforcement Officer, or a licensed Idaho automobile dealer using the form *Vehicle or Hull Identification Number Inspection Certification* (ITD 3403). If the VIN inspection cannot be completed by one of the above listed agents, they may refer you to a Motor Vehicle Investigator.
- Step Five - Complete the reverse side of this document entitled "Conditional Title Statement of Facts". The **applicant** must answer all the questions and sign the form. Incomplete or unsigned applications will be returned.
- Step Six - To apply for a Conditional Title at your local County Assessor's DMV office the following will need to be presented:
  - Conditional Title Statement of Facts
  - Any available documents verifying ownership such as bills of sale, old titles, invoices or registrations
  - Vehicle appraisal (if no proof of ownership presented - see Step Three above)
  - VIN inspection(see Step Four above)
  - Motor Vehicle Record print out if a record was found.
  - Returned Certified mail envelopes or the signed green card

**ITD Forms:** The ITD forms referenced in these instructions can be found at <http://itd.idaho.gov/dmv/vehicleservices/vs.htm> under Forms and Other Information and Vehicle Titling.

**Other Circumstances:** Some transactions may be more complicated and will not fit the standard criteria described above. In these cases, the county or ITD may refer the transaction to a Motor Vehicle Investigator.

If a vehicle has been acquired as an abandoned vehicle or at a lien sale, the applicant is required to comply with the existing laws concerning those processes. Under these circumstances, such vehicles are **not** eligible for a conditional title.

Conditional Titles may not be accepted in some states due to the title's brand or "clouded" status. If other states do accept the branded title, they may impose special requirements such as the posting of a surety bond.

**Brand Expiration:** The Conditional Title is branded with the statement "ISSUED ON STATEMENT OF APPLICANT, BRAND EXP: MM/DD/YY" The brand expires 3 years from the date the Conditional Title is issued. At that time, if there are no pending actions or claims that place legal ownership in question and the owner of record shown on the title is still an Idaho resident, the owner may surrender the Conditional Title and apply for a clear title. The title fee must accompany the application.