



# Retail Dealer Request for Title Applications

Idaho Transportation Department – Dealer Operations

ITD 3195 (Rev. 4-17)  
Supply # 01-954050-9

Please send to: ITD Dealer Licensing - PO Box 7129 Boise, ID 83707-1129 – Email: [dealers@itd.idaho.gov](mailto:dealers@itd.idaho.gov) Fax: 208-332-4184

## Applicant

Dealership		Dealer Number	
Mailing Address	City	State	Zip Code
Current control number range of unused title applications			

## ITD Use Only - Control Numbers Issued

From	To	
Issuer's Examiner Number	Phone Number	Date

## Acknowledgment of Requirements:

Requirements:

- Title Applications (502s) shall be securely kept by the dealership in a lockable office and be readily available for inspection by a department investigator.
- 502s will be used in order of the control number located in the top right corner of the form, beginning with the lowest control number first.
- 502s cannot be shared with other dealerships.
- When a 502 is used for a sale, the yellow carbon copy of the 502 must be kept with the other documents for that transaction.
- A copy of the yellow 502 will be kept in a separate binder in sequential control number order. Voided 502s will have all carbon copies and temporary registrations attached and must be accounted for in this same binder.
- Any stolen or missing 502s, as well as attached temporary registrations, will be reported to the department on the first available business day.
- It is the responsibility of the dealership to obtain all carbon copies of the 502 and the temporary registration in the event of a rescinded sale.

**By signing this document, you acknowledge that you have read and understood the above requirements and agree to the terms. Failure to comply with these terms violates Idaho Code and Rule and may result in the department taking authoritative action against your dealership.**

Authorized Dealership Agent Signature	Printed Name	Date
---------------------------------------	--------------	------