



# Application for Idaho Vehicle or Vessel Manufacturer/Distributor License Idaho Transportation Department

ITD 3172 (Rev. 1/24)  
dmv.idaho.gov

## Instructions

This packet contains the forms required to license as a vehicle or vessel manufacturer/distributor in Idaho. Idaho requires manufacturers/distributors who are annually building five (5) or more trailers over 2,000 pounds or distributing vehicles/vessels that require a title, to obtain a manufacturer/distributor license. If these products are being sold retail to the public the manufacturer/distributor is also required to obtain a dealer license (form ITD 3170). The manufacturer/distributor license does not require that the business provide the state with a bond.

The state requires the manufacturers of vehicles/trailers to submit a proper Vehicle Identification Number (VIN) configuration. The VIN is a seventeen (17) character number that contains an identifier for the business. If motorcycles are used on road they must also be FMVSS/EPA approved for use on Idaho roads. Manufacturers/distributors of vessels are required to submit a proper Hull Identification Number (HIN) configuration. The HIN is a twelve (12) character serial number that uniquely identifies the vessel.

The state also requires that the manufacturer submit for approval a sample Manufacturers Certificate of Origin (MCO) (also known as MSO, or Manufacturers Statement of Origin) on approved safety paper. The Dealer Operations Program Supervisor of the Idaho Transportation Department will determine if the MCO or MSO meets the minimum standards required. Motorcycle MCO or MSO must indicate if they qualify for on road or off road use. For more detailed information regarding the VIN/HIN configurations or Idaho's standards for the MCO, please contact Dealer Services at (208) 334-8681.

If the applicant's business is in the name of a Corporation, Limited Liability Corporation (LLC), or Limited Liability Partnership (LLP), a copy of the status from the Secretary of State's Office must be submitted. If the applicant is an individual company or corporation doing business under any other name, an assumed or fictitious name filing must be applied for and recorded with the Secretary of State's Office. Submit verification of the filing with this application.

A certificate of liability insurance is required for insurance in the amount of not less than \$25,000 bodily injury or death for one person or \$50,000 for two people and \$15,000 for injury or destruction of property. (Effective July 01, 2006)

Submit the completed application, required attachments, and fees to:

Vehicle Services - Dealer  
Licensing Idaho Transportation  
Department PO Box 34  
Boise ID 83707-0034

**Upon receipt of the required information and fees, the Dealer Licensing Unit will assign a Motor Vehicle Investigator to inspect the principal place of business for compliance with the Dealer/Salesman Licensing Act and ITD Rules.**

Failure to complete all the necessary forms and supply the required information may delay this process.

## Licensing Fees

Initial Application New Idaho Manufacturer/Distributor.....	\$190.00
Change of Location .....	\$ 44.00
Duplicate Documents (Each).....	\$ 18.00

## Fee Calculation

Manufacturer or Distributor License .....	\$	_____
Change of Location .....	\$	_____
Duplicate Documents (Each) .....	\$	_____
<b>Total Amount Due .....</b>	<b>\$</b>	<b>_____</b>

\*All credit card transactions are subject to a 3% service fee

## Idaho Checklist

- ☐ Fees enclosed (make check payable to Idaho Transportation Department)
- ☐ Application completed in full with all signatures of the owners/officers/directors **notarized**
- ☐ Proof of Corporate, LLC, or LLP Status from the Secretary of State's Office and a list of officers
- ☐ Proof of fictitious or assumed name recording (including all owners' names) from the Secretary of State's Office
- ☐ VIN/HIN configuration
- ☐ MCO/MSO complying sample
- ☐ Personal History form (ITD 3181) for each owner/officer/director/partner
- ☐ Liability Insurance Certificate



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Application Date	Dealership EIN	Motor Vehicle Inspector will provide plate order forms at the time of inspection
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Type of Application (check one) (a separate application must be completed for each type)

<input type="checkbox"/> New Application	Change of	<input type="checkbox"/> Location	<input type="checkbox"/> Ownership/Officers/Members	<input type="checkbox"/> Business Name
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Type of Vehicle/Vessel Manufactured/Distributed (check all that apply)

<input type="checkbox"/> Automobile	<input type="checkbox"/> ATV	<input type="checkbox"/> Recreational Vehicle	<input type="checkbox"/> Vessel	<input type="checkbox"/> Snowmobile
<input type="checkbox"/> Truck	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Trailer over 2,000 lb.	<input type="checkbox"/> Personal Water Craft	<input type="checkbox"/> UTV

Manufacturer/Distributor Information (check one) (complete all information requested below and see instructions on page 1)

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Limited Liability Corporation (LLC)	
Owner's Name(s) or Corporation/LLP/LLC Name		
<b>Idaho Code 53-504 requires any business doing business as (DBA) a name other than the legal owner's name to file a Certificate of Assumed Business Name with the Secretary of State's Office. Idaho Code 53-504 exempts a corporation from this requirement, unless the corporation is using an assumed business name.</b>		
Manufacturer or Trade Name (DBA)		
Business Phone Number	Cell Phone Number	Email Address
Street Address	City	State, Zip
Mailing Address	City	State, Zip
Directions to Manufacturer (If Other Than a Street Address)		
Name of Person or Persons Having Legal Custody of Real Property		

List the name and title of each individual owner, partner, officer, or stockholder of the business. A Personal History (ITD 3181) is required for each individual listed below (attach a separate sheet, if necessary).

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

