

**Warning: This form will NOT be processed unless the applicant's signature has been NOTARIZED.
Only the owner or lienholder of record or their agent may apply for a duplicate title.**

- To ensure proper processing of your application, use the step-by-step instructions on page 2.
- This form cannot be used to transfer ownership to a new buyer or transferee. To transfer ownership use form ITD 3369.

SECTION 1	Vehicle/Vessel Information - Required			
	Vehicle/Hull Identification Number*		Title Number*	
	Year	Make	Model	
*BOTH the Vehicle/Hull Identification Number and Title Number are necessary to locate your record. Your Registration should have both numbers. If your Registration is not available, contact any county vehicle licensing office for this information. Include an additional \$7.00 title search fee if either is left blank.				

SECTION 2	Owner Information to be Shown on Duplicate Title - Required			
	Owner #1 - Full Legal Name (Last, First, Middle) or Business Name		Idaho Driver's License Number or SSN / EIN if Business	<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA
	Owner #2 - Full Legal Name (Last, First, Middle) or Business Name		Idaho Driver's License Number or SSN / EIN if Business	<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSE <input type="checkbox"/> DBA
	Owner #3 - Full Legal Name (Last, First, Middle) or Business Name		Idaho Driver's License Number or SSN / EIN if Business	
	Owner's Permanent Physical Address		City	State Zip + 4
	Mailing Address if Different from Physical Address		City	State Zip + 4

SECTION 3	Lienholder Information to be Shown on Duplicate Title			
	Primary Lienholder Name	Mailing Address	City	State Zip + 4
	Secondary Lienholder Name	Mailing Address	City	State Zip + 4

SECTION 4	To Release Lien on Original Title	
	Lienholder of Record	
	Authorized Representative's Name (Print)	
	Authorized Representative's Signature X	
	Date	

SECTION 5	Mail Title to Different Address		
	Complete only if the duplicate title is to be mailed to an address other than the address shown above for owner or lienholder.		
	C/O Name		
	Address		
	City	State	Zip + 4

SECTION 6	Do Not Send Cash – Make payment by check or credit card		CREDIT CARD purchases are subject to service fees	
	<input type="checkbox"/> Title Fee.....\$14.00	<input type="checkbox"/> Title Search Fee – Additional \$7.00.....\$_____	Credit Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
	<input type="checkbox"/> Rush Fee (Optional) – Additional \$26.00.....\$_____	Total Fees\$_____	Card Number	Print name as shown on front of card
			Expiration Date	Security Code

SECTION 7	Owner's or Lienholder of Record's Signature With Notary – Required		
	I hereby make application for duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated. <input type="checkbox"/> Illegible <input type="checkbox"/> Mutilated (Please attach the old title if either of the above are checked). I certify under penalty of law that all statements contained in this application are true and correct. I realize that I cannot use this form to sell this vehicle/vessel. I hereby authorize the new title to be issued in the name(s) shown in Section 2. The signature below is my true and legal signature. X		Subscribed and sworn before me this _____ day of _____ year _____
	X Daytime Phone Number (Include Area Code)		SEAL or STAMP X Notary Public's or Idaho Transportation Department Agent's Signature

Instructions for Signatures:

- If an agent signs this form for any applicant's signature, The original or a verified copy of the document appointing the agent (e.g., power of attorney) must be attached. The power of attorney must be signed by the grantor with the grantor's signature notarized.
- If two owners of record were shown on the original title, either may sign if their names were connected by "OR", but both must sign if their names were connected by "AND".
- If the lienholder of record is applying, enter the business name with an authorized party's signature and job title.
- **The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or it will not be processed.**
- A signature from the lienholder in Section 7 **does not** release their lien.

Instructions for Filling Out the Form:

- **Section 1 - Vehicle/Vessel Information:** Enter the complete vehicle or hull description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
- **Section 2 – Owner Information:** List the owner(s) to be shown on the duplicate title. At least one name on the original title must remain on the duplicate title. If any name has changed since the original title was issued, e.g., by marriage, include a signed “One and the Same Statement” (Form ITD 3125 may be used for this purpose). Enter the Idaho driver’s license number or social security number for each person listed as “owner”, or list the Employer Identification Number (EIN) if the owner is a business or other entity. If there are two owners, check the “OR” or “AND” box. (“OR” will allow either owner to sign the application and transfer the title; “AND” requires both owners to sign. If a name is being added to the title that did not appear on the original title, and the new name is to be shown with an “AND” between it and another owner name, the person being added must sign next to his name to consent to the ‘AND’ condition. Check “LSR” if the owner listed is a lessor, or “LSE” if the owner listed is a lessee for a leased vehicle. Check “DBA” (doing business as) if the owner listed on that line is doing business as a company name which is listed on the following Owner Name line. For “Owner’s Permanent Physical Address”, list the owner’s fixed, permanent, principal home address.
- **Section 3 – Lienholder Information:** List any lien that is to be shown on the duplicate title. This may be a lien shown on the original title or a new lien. Do not list a lien in this section if it has been satisfied or released. If a lien is listed here, the title will be sent to this lienholder at the address listed unless that lienholder has signed Section 7 and designated another recipient in Section 5.
- **Section 4 – To Release Lien on Original Title:** If there was a lien recorded on the original title and this lien has been satisfied, the lienholder may complete and sign Section 4 to release the lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, the duplicate title will be issued with the lien and mailed to the lienholder.
- **Section 5 – Mail to Different Address:** If the duplicate title is to be mailed to a party other than the owner or lienholder, list the address in this section. Note: if there is a lienholder shown in Section 3, that lienholder must sign the form in Section 7 in order for the title to be mailed to any address shown in Section 5.
- **Section 6 – Fees Paid:** If you do not include a title number in Section 1, include an additional \$7.00 fee for DMV to perform a title search to retrieve this information. (The title number can typically be found on the vehicle registration or on the title application/receipt.) If paying by credit card, please note that charges are subject to service fees. Do not send cash. If you wish to pay by cash, please visit a county assessor’s motor vehicle office to apply for duplicate title.
- **Section 7 – Owner’s or Lienholder of Record’s Signature with Notary:** See instructions for signatures above. It is presumed that your title has been lost unless the “illegible” or “mutilated” box has been checked, in which case attach the illegible or mutilated title.
- **Note:** Sections 1, 2, and 7 are required to be filled out completely and correctly.

You may send this application to an address below or bring it to your local county assessor’s motor vehicle office for processing. If you send to the mailing address below or send by courier to the physical address below, make your check payable to “Ada County”. If you submit to your local county assessor’s motor vehicle office, make your check payable to that county.

Mailing Address

Ada County Processing Center
PO Box 140019
Garden City ID 83714

Physical Address

Ada County Processing Center
9115 Chinden Blvd, Ste 103
Garden City ID 83714

Duplicate Idaho Title Fee - \$14.00	Include a \$14.00 duplicate Idaho title fee with this completed application.
Title Search Fee - \$7.00	If you do not have <u>both</u> the vehicle/hull identification number <u>and</u> the title number, add \$7.00 for a title record search to the \$14.00 duplicate title fee, for a total of \$21.00. (The title number and VIN/HIN can be found on your Idaho Registration.)
RUSH Fee - \$26.00	For "RUSH" service, add \$26.00 to the \$14.00 duplicate title fee for a total of \$40.00.

Faxed copies are not acceptable.

You may check the status of your title by visiting <https://www.accessidaho.org/secure/itd/title/status.html>.

Thank You