



# Idaho Motor Vehicle Dealer Record Request

## Idaho Transportation Department

ITD 3376 (Rev. 07-19)  
itd.idaho.gov

Some dealer information can be obtained free of charge via our web site. To see if the type of information you are requesting is available, see the note under "Request Type and Associated Fees."

Requestor/Agency Information			
Company Name (Print)		FEIN	
Requestor or Company Authorized Representative's Name (Print)		Drivers License or SSN	
Address	City	State	Zip
Phone Number	Preferred Method of Receiving Response <input type="checkbox"/> Mailed <input type="checkbox"/> E-Mailed To <input type="checkbox"/> Faxed To		

Authorization To Receive Request (See page 2 for detailed Authorization Definitions and Requirements)	
Per Idaho Code Section 49-203, in order to receive personal information found in motor vehicle records, by signing below I certify under penalty of perjury pursuant to the law of the state of Idaho that I meet the authorization listed below and that the use of such information will be strictly limited to the use described on this form.	
<input type="checkbox"/> I certify that I meet the requirements for authorization number _____. (Determine your authorization from the list on <b>Page 2.</b> )	
<input type="checkbox"/> I do not meet the requirements for authorization and request only the release of non-personal information.	
Requestor's Signature (Required) <b>X</b>	Date

Request Type and Associated Fees	
<b>Note:</b> The following information can be obtained free of charge via our website – <a href="http://dmv.idaho.gov">dmv.idaho.gov</a> (Vehicle Services – "List of Current Valid Vehicle and Vessel Dealers") or by contacting our department at (208) 334-8681. <b>For the following information, this form is not necessary.</b>	
1. License Number	5. Phone Number
2. Dealer Name	6. Inventory Types
3. Dealer Location	7. Owner(s) Name(s)
4. License Expiration	
For all other queries, explain the documentation you are requesting including the dealership and/or salesperson names, license numbers (if known), and applicable dates or date ranges.	
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Fees	
<input type="checkbox"/> Single dealership or salesperson record (e.g., copy of one application, license renewal, bond)	\$ 7.00
<input type="checkbox"/> Multiple records for one dealership or salesperson	\$14.00
<input type="checkbox"/> Certification of the Record - <b>Note:</b> This fee is in addition to the fee for each record.	\$14.00
<b>Total Remittance \$</b> _____	

Payment Information – Credit Card*, Check, or Money Order - <u>Do Not Send Cash</u>			
Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Card Number	Expiration Date	Security Code
Cardholder's Signature (Required if paying by credit/debit card) <b>X</b>		Date	

**Credit card purchases are subject to a 3% Access Idaho service fee.**

To pay by check or money order, make payable to State of Idaho and mail to:

Dealer Operations  
Idaho Transportation Department  
P.O. Box 34  
Boise, ID 83731-0034

\*Credit card orders may be faxed to: (208) 332-4176



## Idaho Motor Vehicle Dealer Record Request Instructions and Requestor Authorization

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Use the list below to verify authorization to receive personal information.

### Requestors Authorized to Receive Personal Information Under *Idaho Code, Section 49-203\**

1. **Government:** For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
2. **Driver or Vehicle Safety:** For use in matters of motor vehicle or driver safety and theft; motor vehicle emissions, motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original records of motor vehicle manufacturers.
3. **Business Activities:** For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only:
  - a) To verify the accuracy of personal information submitted by the individual to the business or its agents, employees or contractors; and
  - b) If such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, the individual
4. **Court Proceedings:** For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including the services of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
5. **Research:** For use in research activities, and for use in producing statistical reports, so long as personal information is not published, re-disclosed or used to contact individuals.
6. **Insurance:** For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors, in connection with claims investigation activities, rating or underwriting.
7. **Towed/Impounded Vehicles:** For use in providing notice to the owners of towed or impounded vehicles.
8. **Investigation:** For use by any licensed private investigative agency or licensed security service for any purpose permitted under the provisions of *Idaho Code, Title 49*.
9. **Employer Information:** For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (*49 USC 31101 et seq.*).
10. **Public Safety/Vehicle Operation:** For any other use specifically authorized under *Idaho Code*, if such use is related to public safety or the operation of a motor vehicle.
11. **Transportation Facilities:** For use in connection with the operation of private toll transportation facilities, including companies that operate parking facilities for the purpose of providing notice to the owners of vehicles who have used the facility.
12. **Written Consent Given:** The individual being inquired about has authorized the requestor to have access to their personal information, in writing. A verified copy of the signed authorization must be included with the MVR request.

\*Release of an individual's photograph, digitized image of a photograph, digitized signature, social security number and medical or disability information may not be disclosed without the written consent of the person to whom such information pertains, except for uses permitted under *Idaho Code, Section 49-203, subsections (4)(a) and (4)(d)*.