



# Transitional Ownership Document (TOD)

ITD 3901 (Rev. 10/23)  
Supply # 019683444  
dmv.idaho.gov

**This non-negotiable document is for use solely in perfecting security interests in vehicles.**

I hereby certify that:

1. The primary ownership document is not in my possession and is not available for submission to ITD.
2. The primary ownership document is being obtained. I understand that said ownership document must be received by ITD or a county assessor motor vehicle office within 90 calendar days of the date of sale or, if there was no sale, the date of the security agreement/contract. This transitional ownership document and any lien perfection based on this document shall be invalidated if the primary ownership document and original title application are not received by the 90 calendar day deadline. I understand that false certification may invalidate this transitional ownership document.
3. The attached copy of the Report of Sale and Application for Certificate of Title (ITD 0502), or Application for Certificate of Title (ITD 3337), is made a part of this application for TOD and is a true and correct copy of the original.
4. The information on this document is accurate.

|  |  |                          |
|--|--|--------------------------|
| Vehicle/Hull Identification Number   | Report of Sale ITD 0502 Control Number (Red) | Dealer/Account Number    |
| Printed Name of Dealership/Financial Institution Submitting the TOD            |  | Telephone Number         |
| Printed Name of Dealer/Financial Institution Representative Submitting the TOD |  | Date Contract was Signed |

**Credit card purchases are subject to an ITD service fee.**

|  |                 |
|--|-----------------|
| Credit Card Number                             | Expiration Date |
| Signature of Representative Submitting the TOD | Date            |

**(Caution and Instructions on Reverse)**

## - - CAUTION - -

This document:

1. May not be used if the primary ownership document (i.e. title, manufacturer's certificate of origin) is available or if there is no lien.
2. Is valid only when (a) it is in the possession of ITD or a county assessor motor vehicle office, (b) it has been properly completed, and (c) a copy of the title application has been submitted with the TOD.
3. Is valid only if it includes a non-refundable \$26.00 fee and has been receipted by a county assessor motor vehicle office within **30\* calendar days** of the date of sale or, if there was no sale, the date of the security agreement/contract.
4. Is valid only if ITD receives the primary ownership document with the original title application and other supporting documents within **90\* calendar days** of the date of sale or if there was no sale, the date of the security agreement/contract.

**\*In determining days, begin counting the first day after the actual day of sale or day the contract was signed. If either the 30th day or the 90th day falls on a weekend or holiday, the last date the TOD will be accepted is the next department or agent working day.**

## INSTRUCTIONS

1. All applicable areas of the TOD form **MUST** be completed or this document will not be accepted by the DMV.
2. Complete the boxes by typing or printing clearly.
3. Record the complete vehicle or hull identification number (VIN or HIN).
4. If this is a two-stage manufactured vehicle, the VIN **MUST** be the chassis number.
5. Send \$26.00 with this document. If this non-refundable fee is not received, the document will be invalidated.
6. Submit this document with a copy of the Report of Sale and Application for Certificate of Title, ITD 0502 or Application for Certificate of Title, ITD 3337 to a local DMV county office or the Ada County Processing Center, PO Box 140019, Garden City ID 83714-0019 (Make check payable to: Ada County Processing Center).