



Dealer Handbook: **Dealer/Owner and Salesperson Application**

Every dealer/owner and salesperson is required to be duly licensed for selling vehicles in the State of Idaho. An application (**Form ITD 3171**) must be completed for each person individually.

Every salesperson/owner/dealer must be able to produce his/her temporary or permanent salesperson license at all times while engaging in selling vehicles.

- **Dealers, Owners, Officers:**

All dealers, owners, partners, corporate officers, or directors must complete application form ITD 3171 to obtain a sales license.

- **Inactive Owners:**

Inactive owners/corporate officers must also submit application ITD 3171, but are not required to obtain identification cards (please see "Permanent Licenses" below).

- **Salespersons:**

All hired salespersons must be 18 years of age or older and must be employed by a licensed Idaho vehicle dealer to qualify for a salesperson license. They, too, must complete form ITD 3171. The sponsoring dealer must co-sign the application and, by doing so, certifies that s/he deems the applicant suitable for a salesperson position.

- **Temporary Dealer/Owner/Salesperson Licenses:**

The Department will process the application and send a temporary license to the sponsoring dealership. A temporary license is generally valid for 30 days, unless otherwise stated.

- **Permanent Dealer/Owner/Salesperson Licenses:**

The applicant has the obligation to obtain a permanent license (with ID picture taken) at their local DMV within the stated time period (generally 30 days).

Inactive owners are exempt from obtaining a permanent salesperson ID card.

- **Validity:**

All dealer/owner/salesperson licenses are valid for 3 years from the date on the application.

- **Renewals:**

All salesperson/owner/dealer/inactive owner licenses must be renewed at their expiration date or the holder will no longer be qualified to sell vehicles in the State of Idaho.

- **Salesperson Changing Sponsoring Dealership:**

If a salesperson changes sponsoring dealership, s/he must submit a new application and fee and will receive an update to his or her existing license.

- **Temporary Off-Site Sales License:**

If a dealer hires sales personnel for a specific, temporary, off-site sales event, the applicants must



submit form ITD3171, duly completed, as well as the required fee. A temporary off-site sales license will be valid for 30 days, no photo is required and no ID card will be provided.

- **Cancellation:**

If a salesperson leaves a dealership, the dealer should advise the Department so that the salesperson will not continue being associated with that dealership.

Fees:

Type of License	Fee	Comment
Owner/officer/dealer, original application	no charge	
Owner/officer/dealer, renewal	no charge	
Full-time salesperson, original application	\$26.00	works 30 hours or more per week
Full-time salesperson, renewal	\$26.00	works 30 hours or more per week
Part-time salesperson, original application	\$26.00	works less than 30 hours per week
Part-time salesperson, renewal	\$26.00	works less than 30 hours per week
Inactive owner/officer/director, original app.	\$26.00	no ID will be printed
Inactive owner/officer/director, renewal	\$26.00	no ID will be printed
Temporary off-site sales license	\$26.00	no ID will be printed; is valid for 30 days only
Duplicate license	\$18.00	
Cancellation of a salespersons license	no charge	