



**Your Safety • Your Mobility  
Your Economic Opportunity**

**IDAHO TRANSPORTATION DEPARTMENT**

Division of Motor Vehicles • [dmv.idaho.gov](http://dmv.idaho.gov)

P.O. Box 7129 • Boise, ID 83707-1129

November 16, 2020

[Dealership]  
[Dealer Address 1]  
[Dealer Address 2]

Subject: Dealer Title work at the counties

Dear Licensed Idaho Dealer:

During this busy time, the Idaho Transportation Department need your assistance to help us process dealer transactions timely. The following change in how dealers submit transactions to the department will help us improve processing time.

**Multiple Dealerships:**

When submitting title work from multiple dealership locations, bundle paperwork by each individual dealership and submit separately from other dealers even if they are owned by the same organization. Please ensure that the dealership name is printed is on the transmittal form as it appears on the dealership license and include the dealer number that matches that name.

**Separating transaction types:**

Additionally, dealers can assist by bundling title applications with one transmittal and one check. If you have additional transactions, such as duplicate title requests, bundle those separately from other transactions with one transmittal and check.

**In-state customer details:**

For sales to in-state customers, record the customers Idaho driver's license number on the 502 rather than the social security number. If the Idaho driver's license number is not available, a social security number is still acceptable.

**Correct and complete packets:**

Make sure that all information associated with each sale is completed and sent to the DMV. This includes tax-exempt forms. Incomplete paperwork will be returned to the dealership for correction.

Please turn in all dealer titles paperwork to your local DMV. Boise and other large DMV offices are experiencing a backlog for dealer title work. Sending your paperwork to these offices may increase the wait time for your titles.

A reminder, all dealer title work is required to be submitted to the department within 30 calendar days of the sale of the vehicle per Idaho Code 49-504(5).

Thank you for your assistance on this matter.

Sincerely  
Dealer Operations  
Division of Motor Vehicles  
208-334-8617



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