

July 20, 2020

Subject: Idaho Vehicle and Vessel Dealers VIN Inspections

Dear Idaho Vehicle and Vessel Dealers:

Due to the fluid situation posed by the COVID-19, many county DMVs around the state are facing new challenges in providing services to the public. One of these challenges is the completion of VIN Inspections for vehicles requiring VIN verification prior to titling in Idaho. The Idaho Transportation Department is asking licensed Idaho dealers for assistance on this matter.

As a licensed Idaho dealership you are authorized to complete a VIN inspection on vehicles requiring titling in Idaho. By conducting a VIN inspection for a customer, dealerships are also authorized to collect the \$5 VIN Inspection fee as outlined in [Idaho Code 49-202](#). These inspections are required to be documented on [ITD form 3403](#). Dealerships will not be required to retain records of these inspections as they are not listed under [IDAPA 39.02.03](#). It is, however, suggested that records of the transaction are retained. Conducting VIN inspection for the public is a voluntary service.

If you are interested in providing this service, we ask that you contact your nearest County DMV Office and inform them that they can recommend customers visit your dealership for a VIN inspection.

The Idaho Transportation Department appreciates any assistance provided on this matter.

Sincerely

Dealer Operations
Division of Motor Vehicles
Idaho Transportation Department