



Duplicate Idaho Title Application With Ownership Transfer

ITD 3369 (Rev. 4/24)

Supply # 019571511

Important: This form may be used **only** for 2010 or older motor vehicles, vehicles designed with no odometer (e.g. trailers, campers, some off-highway vehicles), vehicles with a gross vehicle weight over 16,000 pounds, and vessels.

Warning to the Buyer - The following must be complete, or you will not receive a title. The buyer must be an Idaho resident.

- The owner of record has signed Section 7, and their signature has been **notarized**.
- Any lien shown on the current title record has been released. If unsure, check with your local county motor vehicle office or the Idaho Transportation Department at (208) 584-4343

Note: To ensure proper processing and mailing, use the step-by-step instructions on page 2.

Vehicle/Vessel Information - Required

Section 1	Vehicle/ Hull Identification Number*	Title Number (if known)	Year	Make	Model
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Owner of Record (Seller) / Lienholder Information as Shown on Current Title - Required		
Owner(s) – Name(s) Shown on Currently Recorded Title		<input type="checkbox"/> Or <input type="checkbox"/> And
Selling Price (See Section 7)	Sales Tax (6%)	Date Sold
Lienholder of Record		
City	State	Zip

To Release Lien on Current Title		
Lienholder of Record		
Address		
City	State	Zip
Authorized Representative's Signature	Date	
X		

Purchaser's / Transferee's Information - Required		
Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN		<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA
Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN		<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA
Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN		
New Owner's Physical Address		State Zip
New Owner's Mailing Address		State Zip
Purchaser or Representative's Signature(s)		
X		
To Record Lien on Purchaser's/Transferee's New Title		
Lienholder Name		
Address		
City	State	Zip

Dealer Reassignment - Dealer Use Only -		Purchaser Information		
Dealership Name		Dealer Number	Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	
Address			<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA	
City		State Zip	Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	
Dealer Agent's Name (Printed)			<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA	
Dealer Agent's Signature Releasing Interest in Vehicle		Date	Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	
X			New Owner's Physical and Mailing Address(es)	
			State	Zip
Purchaser or Representative's Signature(s)			X	
			X	

Owner or Lienholder of Record's Notarized Signature - Required		
I hereby make application for a duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated. <input type="checkbox"/> Illegible <input type="checkbox"/> Mutilated (Attach the title if either box is checked)		Subscribed and sworn before me this
		____ day of _____, 20_____
		Seal or Stamp
Original Owner's Name (Printed)		Daytime Phone Number
Signature(s)		Date
X		
X		
Notary Public or Idaho Transportation Department Agent's Signature		
X		



Instructions

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If you have questions, contact your local county assessor's motor vehicle office or the Idaho Transportation Department's Title Assistance Unit at (208) 584-4343, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

For signatures, remember:

- If a representative signs this form on behalf of any applicant using a limited power of attorney, the original must be attached. If a general power of attorney is used, a copy verified to be a true copy of the original may be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor in the presence of a notary public. (Power of Attorney forms can be found at dmv.idaho.gov.)
- If more than one owner of record is shown on the current title/title record, any owner may sign if their names are connected by "OR", but all must sign if their names are connected by "AND".
- If the lienholder on the title/title record is applying, enter the business name with an authorized party's signature and job title. This application must be accompanied by a repossession affidavit or a release of interest from the owner of record.
- **The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or the application will not be processed.**

Note Sections 1, 2, 3, and 7 are required to be filled out completely and correctly. **In all cases, failure to complete any of the required sections will result in the application being returned.**

Section 1 Enter the complete vehicle or vessel description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.

Section 2 Enter the owner(s) shown on the current title/title record. If more than one owner is listed, check the "Or" or "And", whichever appears on the original title, and list all the owners.

Section 3 Purchaser information is entered here for all parties and must include full legal name, and either an Idaho driver's license number, Idaho ID card number, SSN or individual taxpayer identification number. Businesses and trust names must include full legal entity name and Employer Identification Number (EIN). Check the appropriate selection in the "Or, And, LSR, DBA" boxes. Multiple owners with "And" selected must all sign in this section.

Section 4 This section is to be signed by the lienholder shown on the title/title record if they wish to release their lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, **the duplicate title will be issued with the lien and mailed to the lienholder.**

Section 5 Complete this section to add a new lien to the duplicate title. If this section is not completed, the title will be mailed to the purchaser.

Section 6 Dealers must complete this section in full when reassigning this vehicle with a duplicate application. This section cannot be completed by anyone other than a licensed dealer.

Section 7 It is presumed that your title has been lost. If it has not been lost, but is illegible or mutilated, check the appropriate box and attach the title. The owner(s) or lienholder shown on the current title/title record or their agent must print their name(s) legibly and sign in front of a notary public, an assessor, or a deputy assessor. Please provide a daytime phone number where you can be contacted.

Faxed copies are not acceptable.

You may mail or bring this application to your local county assessor's motor vehicle office for processing. If you send via mail, make your check payable to "DMV."

Fees and Taxes - If transferring ownership, sales/use tax of 6% of the purchase price must be included in addition to the fees below.*

Idaho Title Fee-Include a \$14 Idaho title fee with this completed application.

County Fee - Go to dmv.idaho.gov for your county's admin fee.

RUSH Fee - For "RUSH" service, add \$26.00.

* Tax exemption forms can be found at your county assessor's motor vehicle office, or at dmv.idaho.gov (select the "Registrations/Plates" tab, and then under "Forms and Publications", find "Tax Exemption Forms")