

# IDAHO DEALER NEWS



IDAHO TRANSPORTATION DEPARTMENT

February 2025

## Online Dealer Portal: Ongoing Updates

The Department would like to inform dealers that we are continuing to make enhancements to the dealer portal. We are about to begin Phase 2 of our portal development, which will focus on continuing to streamline the title application process.

As a reminder, currently in the portal, dealers can electronically create title applications (502s) and 72 hour temporary permit. The portal also has an overview of the dealer's license and an announcement function where dealers can get the most up to date information from the department.

The department strongly encourages all dealers to consider signing up for this service. For additional details or to sign up, contact Dealer Licensing at [Dealers@itd.idaho.gov](mailto:Dealers@itd.idaho.gov) or call 208-584-4343 option 2, then 6.

## Minimum Sales Requirement

All Idaho dealers are required to sell a minimum of five (5) vehicles per year, by retail or wholesale to maintain an active license. Certification of these sales is required as part of the dealer license renewal. Failure to meet the minimum sale requirement or failure to accurately report yearly sales, is a violation of Idaho Code 49-1634. As of July 1, 2026 the Department will be taking a firm stance on the enforcement of this requirement, dealers who fail to complete the minimum number of sales will not be eligible for renewal. Please ensure all sales are accounted for and reported accurately. (Reported sales numbers are subject to audit by an MVI)

## Wholesale Dealer Idaho Only Requirement

In Idaho, licensed Wholesalers are only allowed to engage in the wholesale of used vehicles to other licensed dealers within the State of Idaho. Per Idaho Code 49-1606(3), conducting wholesale transactions out of state is not permitted under this license type. As of July 1, 2026 the Department will begin to enforce this provision of statute. Wholesale dealers that will be impacted by this change may contact the Department at [Dealers@itd.idaho.gov](mailto:Dealers@itd.idaho.gov) with questions or concerns.

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## Release of Liabilities: Available Online

The Department has established an online portal that allows individuals to submit a release of liability for free. We strongly encourage dealers to have their customers complete this submission at the time of trade-ins, as this helps streamline the process and ensures your customers are protected when the vehicle leaves their possession. A DMV account is not required, it is quick, simple, and free to submit online.

For dealers who title vehicles in their name prior to the sale, it is essential that you submit a release of liability as well. Doing this not only protects your business but also ensures compliance with state regulations.

You can access this tool [HERE](#)

## When a Dealership Closes Down

When a dealership closes, it must reach out to the local Motor Vehicle Investigator and schedule a closeout appointment. During this appointment, the Investigator will collect the dealer plates, blank title applications, wall license, and help with any outstanding title work that needs to be completed prior to closure. To get in touch with your Investigator, please call 208-584-4343 option 2, then 6.

## Checking NMVTIS

The Department would like to remind each dealer about the importance of checking the National Motor Vehicle Titling Information System (NMVTIS). With the recent hurricanes that hit the U.S. it is important that vehicles are ran through this national database to verify brands, insurance, and junk declarations. Click the following link for resources on NMVTIS information [HERE](#)

## Fast Facts

1. The next Dealer Advisory Board meeting will be held on **April 2, 2025**.
2. Our Dealer Licensing team is available to assist with licensing issues from 8 am to 4 pm MST. Please reach out during these hours for any support you may need.
3. Should you need to apply for a duplicate title with a secure Power of Attorney, the Department will accept a copy of this POA. The copy does not need to be notarized.

