

DMV Skip the Trip

July 2025

Dealerships may have noticed a *DMV Skip the Trip* handout included in the renewal packet. These are offered as a courtesy by the Department, providing customers a convenient way to obtain their vehicle registration without having to visit a county office. Customers can now complete all of their vehicle registration needs from the convenience of home or on the go via their mobile device. Please share this with your customers so they are aware of the option. If additional handouts are needed, please contact Dealer Licensing at Dealers@itd.idaho.gov.

Online Dealer Portal

The Dealer Portal offers dealers a convenient way to view license requirements, process electronic title applications, print 72-hour temporary permits, and receive the latest updates from the Department. With ongoing improvements, the Dealer Portal will become an even more efficient tool, streamlining workflows and saving time. As the Department modernizes, dealers can move away from dot-matrix printers and into a more modern, innovative future. The Dealer Portal is the foundation to a fully electronic titling process. If you have not taken advantage of this resource, we strongly encourage you to sign up. For more information or to register, please contact Dealer Licensing at Dealers@itd.idaho.gov.

Traditional Ownership Documents

As outlined in Idaho Code 49-527, the Transitional Ownership Document (TOD) serves to aid in the timely perfection of a security interest when the primary ownership document is not available. The TOD is designed to safeguard a lienholder's interest against claims from creditors or later purchasers. Although the TOD provides dealers with an additional 60 days to address a lien, it does not relieve them from the requirement to submit a complete and accurate title applications within 30 days of the recorded sale (See Idaho Code 49-1609).

Wholesale and Sale Minimum Requirements

This last year, the Department has visited with almost all wholesale dealers in Idaho to provide education on the requirements of the wholesale license. Beginning July 1, 2026, the Department will enforce the requirements of Idaho Code 49 -1634, 1606 (3). Statutes require all licensed dealers to sell a minimum of five vehicles per year and specifies that Idaho wholesale dealers are permitted only to sales between Idaho-licensed dealers. Failure to adhere to these requirements may result in denial of license renewal and enforcement action by a Motor Vehicle Investigator. Please review the above statutes, if you haven't already.

Clarification on Rescinded Sale Process

The Department would like to remind dealers to report rescinded sales to ITD. Unreported rescinded sales lead to significant bottlenecks for new buyers when a resale of the vehicle has taken place. To help with this, the Department has launched a new form titled "Dealer Notice of Rescinded Sale" (ITD Form 1036 available online). This form is to be used if the dealer has yet to submit the title application to the Department. If the title application has been filed, the dealer will need to coordinate with the purchaser or the purchaser's lender to retrieve the title in order to rescind the sale.

Organization Personal Identification Number (OPIN)

The Department is in the process of updating how organizations function within the DMV system. The goal is to keep organization information up to date and unchanged without authorization by the organization.

Once an organization has been validated, an email will be sent providing their Organization Personal Identification Number (OPIN). This identification number, generated by the Department, is different from the Employee Identification Number (EIN) provided by the IRS. An OPIN has nine characters and begins with AAA followed by six numbers (for example, AAA123456).

Please reference OPINs when conducting transactions with the DMV or when purchasing a vehicle from an Idaho dealer. The Department is actively updating the Dealer Portal to allow organizations to be searched by OPIN. In the meantime, should an organization provides their OPIN, it can be listed on the 502 in place of the EIN.

Exempt Agencies and MCO's

Any state agency or law enforcement agency purchasing a vehicle may request to retain the Manufacturer's Certificate of Origin (MCO). However, motor vehicle dealers involved in such transactions are required to complete a title application (502) for the sale.

If your dealership sells a vehicle to an agency that requests to retain the MCO, you should provide them the MCO along with the white and pink copy of the title application (if you are using the paper application). Please include a notation on the title application that the MCO was provided to the exempt agency. A copy of the completed title application is to be kept by your dealership, with deals being subject to audit by a Motor Vehicle Investigator.

Fast Facts - The More You Know!

1. Our Dealer Licensing team is available to assist with licensing issues from 8 a.m. to 4 p.m. MST. Please reach out during these hours for any and all support needs.
2. The Department is planning a stakeholder feedback meeting, if there is interest, for dealers on wholesale license requirements. If you are interested in attending, please email Dealers@itd.idaho.gov
3. Understanding the requirements for wholesale licensing, it is important to note that the regular business hour requirements are not affected. Whether you are a retail or wholesale dealer, all are required to maintain at least one regular business hour per week where the Department can guarantee contact with the dealership.

Idaho Transportation Department

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