



# Application for Out-of-State Distributor License

## Idaho Transportation Department

ITD 3188 (Rev. 3/25)  
dmv.idaho.gov

**Mail completed application to:** Idaho Transportation Department  
PO Box 34  
Boise ID 83707-0034

Out-of-State Distributor Information					
Company Name		DBA (If different from Company Name)		Dealership EIN	
Location Address		City		State	Zip
Mailing Address (if different from above)		City		State	Zip
Owner/Officer's Printed Name		Contact Person's Printed Name			Dealer License #
Area Code/Phone Number (Include extension)		Area Code/Fax Number		Email Address	

Product Information – If more space needed, submit additional list
Distributed Product Name(s)
Type of Vehicle(s)

Check List of Documents to Submit
<input type="checkbox"/> The completed application form ITD 3188 <input type="checkbox"/> The fee of \$200.00 for a new license <input type="checkbox"/> The fee of \$44.00/each for representative licenses <input type="checkbox"/> A copy of the distributor/business license from the state where the business is located <input type="checkbox"/> For distributors: letter of authorization from each manufacturer allowing to distribute the product in Idaho, if applicable <input type="checkbox"/> An original, complete Manufacturer's Statement or Certificate of Origin (MSO / MCO) for each distributed product (may be voided or marked as "sample") <input type="checkbox"/> A list of each of the franchised or authorized dealers in the state of Idaho

Fees Submitted <small>*All credit card transactions are subject to a 3% Access Idaho service fee.</small>		
New Distributor License - \$200.00.....\$ _____		
Distributor Representative License(s) _____ @ \$44.00 each = \$ _____ <small>(no. of licenses)</small>		
<b>Total Enclosed \$ _____</b>		
Distributor Authorized Representative's Printed Name	Distributor Authorized Representative's Signature	Date
	<b>X</b>	



**Personal History and Application  
for Factory Representative  
Idaho Transportation Department  
Dealer Operations**  
PO Box 34; Boise, ID 83707-0034

ITD 3181 (Rev. 1/24)  
dmv.idaho.gov

⇒ Enclose a \$44.00 application fee with a completed application for each factory representative \*

Check appropriate box(es):

Original Application Owner/       Renewal       Duplicate (Lost Card - \$18)

Officer (no charge)

**Idaho Code 49-1602(1):** The Department may refuse to issue a license to an applicant who has ever been convicted in a court of record in this state of a violation of a law, provision, or rule and regulation promulgated for this act.

(a) Have you ever had a Vehicle Dealer, Salesperson, or Manufacturer License revoked, suspended, or subjected to other disciplinary actions or were you ever a partner, officer, director, or stockholder in a firm whose license was revoked in Idaho or any other state.      Yes      No

If yes, please explain the circumstances on the back of this form.

Driver's License Number	Driver's License State	Social Security Number	Date of Birth	
Name as it Appears on Your Driver's License (Last, First, Middle) <b>Please Print or Type</b>			Daytime Phone Number	
Residence Address (Number and Street - <b>No PO Box</b> )		City	State	Zip

THE UNDERSIGNED hereby applies for a manufacturer's factory representative license in accordance with the provisions of the Idaho manufacturer's license act.

I affirm under penalty of license forfeiture that the answers and information contained herein are true and correct to the best of my knowledge and belief. **This form must be completed in full or it will be returned.**

Applicant's Signature

Manufacturer Name	Primary Manufacturer License Number
Manufacturer Location	

**Sponsoring Manufacturer Certification for Factory Representatives:**

I hereby certify that a background check has found the applicant suitable for a factory representative position, and that he/she is an employee over 18 years of age. I understand that this application is invalid until submitted to ITD and fees are paid.

Printed Name of Authorized Manufacturer Representative	Signature of Authorized Manufacturer Representative	Date
	X	

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