



Affidavit of Lost Title
And Application for Title
Idaho Transportation Department

Warning: This form will NOT be processed unless the applicant's signature has been NOTARIZED.
Only the owner or lienholder of record or their agent may apply for a certificate of title.

- To ensure proper processing of your application, use the step-by-step instructions on page 2.
Use this form when a certificate of title has been lost or damaged and an owner or lien is being added, removed, or changed.

SECTION 1 Owner Information to be Shown on Title - Required
Owner #1 - Full Legal Name (Last, First, Middle) or Business Name
Idaho Driver's License Number or SSN / EIN if Business
Owner #2 - Full Legal Name (Last, First, Middle) or Business Name
Idaho Driver's License Number or SSN / EIN if Business
Owner #3 - Full Legal Name (Last, First, Middle) or Business Name
Idaho Driver's License Number or SSN / EIN if Business
Owner's Permanent Physical Address
City State Zip + 4
Mailing Address if Different from Physical Address
City State Zip + 4

SECTION 2 Vehicle/Vessel Information - Required
Vehicle/Hull Identification Number Title Number (If available)
Year Make Model

SECTION 3 Lienholder Information to be Shown on Title
Primary Lienholder Name Mailing Address City State Zip + 4
Secondary Lienholder Name Mailing Address City State Zip + 4

SECTION 4 To Release Lien on Original Title
Lienholder of Record
Authorized Representative's Name (Print)
Authorized Representative's Signature
Date

SECTION 5 Mail Title to Different Address
Complete this section to mail to an address other than the address shown above for owner or lienholder.
C/O Name
Address
City State Zip + 4

SECTION 6 Fees Paid
Do Not Send Cash - Make payment by check or credit card
Title Fee \$14.00
Rush Fee (Optional) - Additional \$26.00
Total Fees

CREDIT CARD purchases are subject to service fees
Card Number
Print name as shown on front of card Expiration Date

SECTION 7 Owner's or Lienholder of Record's Signature With Notary - Required
I hereby make application for a title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated.
Subscribed and sworn before me this
day of year
SEAL or STAMP
Notary Public's or Idaho Transportation Department Agent's Signature
Daytime Phone Number (Include Area Code)



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Instructions for Signatures:

- If an agent signs this form for **any** applicant's signature, the original or a verified copy of the document appointing the agent (e.g., power of attorney) must be attached. The power of attorney must be signed by the grantor with the grantor's signature notarized.
- If two owners of record were shown on the original title, either may sign if their names were connected by "OR." A release of interest (ITD 3377) is required from the party being removed if their names were connected by "AND."
- If the lienholder of record is applying, enter the business name with an authorized party's signature and job title.
- **The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or it will not be processed.**
- A signature from the lienholder in Section 7 **does not** release their lien.

Instructions for Filling Out the Form:

- **Section 1 – Owner Information:** List the owner(s) to be shown on the title. At least one name on the original title must remain on the title. If any name has changed since the original title was issued (e.g. by marriage) include a signed "One and the Same Statement" (Form ITD 3125 may be used for this purpose). Enter the Idaho driver's license number or social security number for each person listed as "owner", or list the Employer Identification Number (EIN) if the owner is a business or other entity. If there are two owners, check the "OR" or "AND" box ("OR" allows either owner to sign the application; "AND" requires all owners to sign). Check "LSR" if the owner listed is a lessor, or "LSE" if the owner listed is a lessee for a leased vehicle. Check "DBA" (doing business as) if the owner listed on that line is doing business as a company name which is listed on the following "Owner Name" line. For "Owner's Permanent Physical Address", list the owner's fixed, permanent, principal home address.
- **Section 2 - Vehicle/Vessel Information:** Enter the complete vehicle or hull description.
- **Section 3 – Lienholder Information:** List any lien that is to be shown on the title. This may be a lien shown on the original title or a new lien. Do not list a lien in this section if it has been satisfied or released. If a lien is listed here, the title will be sent to the lienholder at the address listed, unless that lienholder has signed Section 7 and designated another recipient in Section 5.
- **Section 4 – To Release Lien on Original Title:** If there was a lien recorded on the original title which has been satisfied, the lienholder may complete and sign Section 4 to release the lien. A separate release attached to the application is also acceptable. If an existing lien shown on the title record has not been released, the title will be issued with the lien and mailed to the lienholder.
- **Section 5 – Mail to Different Address:** If the title is to be mailed to a party other than the owner or lienholder, list the address in this section. Note: if there is a lienholder shown in Section 3, that lienholder must sign the form in Section 7 in order for the title to be mailed to any address shown in Section 5.
- **Section 6 – Fees Paid:** If paying by credit card, please note that charges are subject to service fees. **Do not send cash.** If you wish to pay by cash, please visit a county assessor's motor vehicle office to apply for title.
- **Section 7 – Owner's or Lienholder of Record's Signature with Notary:** See instructions for signatures above. It is presumed that your title has been lost unless the "illegible" or "mutilated" box has been checked, in which case attach the illegible or mutilated title.
- **Note:** Sections 1, 2, and 7 are required to be filled out completely and correctly.

You may send this application to an address below or bring it to your local county assessor's motor vehicle office for processing. If you send to the mailing address below or send by courier to the physical address below, make your check payable to "DMV."

Mailing Address

Ada County Processing Center
PO Box 140019
Garden City ID 83714

Physical Address

Ada County Processing Center
9115 Chinden Blvd, Ste 103
Garden City ID 83714

Idaho Title Fee - \$14.00	Include a \$14.00 Idaho title fee with this completed application.
RUSH Fee - \$26.00	For "RUSH" service, add \$26.00 to the \$14.00 title fee for a total of \$40.00.

Faxed copies are not acceptable.

You may check the status of your title by visiting

dmvonline.itd.idaho.gov/OpenServices/OpenVehicleServices/CheckTitleStatus