



**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 duplicate title.**

- To ensure proper processing of your application, use the step-by-step instructions on page 2.
- Use this form to apply for an **exact copy** of a lost or destroyed certificate of title.
- This form **cannot** be used to transfer ownership to a new buyer or transferee. To transfer ownership use form ITD 3369.

SECTION 1	Vehicle/Vessel Information - Required			
	Vehicle/Hull Identification Number		Title Number	
	Year	Make	Model	

SECTION 2	Titled Owner Information - Required			
	Owner #1 - Full Legal Name (Last, First, Middle) or Business Name	Idaho Driver's License Number or SSN / EIN if Business	<input type="checkbox"/> Or	<input type="checkbox"/> And
			<input type="checkbox"/> LSR	<input type="checkbox"/> DBA
	Owner #2 - Full Legal Name (Last, First, Middle) or Business Name	Idaho Driver's License Number or SSN / EIN if Business	<input type="checkbox"/> Or	<input type="checkbox"/> And
			<input type="checkbox"/> LSE	<input type="checkbox"/> DBA
	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 3	Lienholder on Record (If Applicable)				
	Primary Lienholder Name	Mailing Address	City	State	Zip + 4
	Secondary Lienholder Name	Mailing Address	City	State	Zip + 4

SECTION 4	Mail Title to Different Address			
	Complete only if the duplicate title is to be mailed to an address other than the address shown above for owner or lienholder.	Address		
	C/O Name	City	State	Zip + 4

SECTION 5	Fees Paid	Do Not Send Cash – Make payment by check or credit card	CREDIT CARD (Payments subject to service fees)		
		<input type="checkbox"/> Title Fee\$14.00	Credit Card	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
		<input type="checkbox"/> Rush Fee (Optional) – Additional \$26.00.....\$ _____	Card Number	Print name as shown on front of card	
		Total Fees\$ _____	Expiration Date	Security Code	

SECTION 6	Owner's or Lienholder of Record's Signature With Notary – Required			
	I hereby make application for 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 (Please attach the old title if either of the above are checked). I certify under penalty of law that all statements contained in this application are true and correct. I realize that I cannot use this form to sell this vehicle/vessel. I hereby authorize the new title to be issued in the name(s) shown in Section 2. The signature below is my true and legal signature.		Subscribed and sworn before me this _____ day of _____ year _____	
	X	X	SEAL or STAMP	
	X	Notary Public's or Idaho Transportation Department Agent's Signature		
	Daytime Phone Number (Include Area Code)			

This application is for a **duplicate title only**. Any ownership or lienholder changes to lost or damaged titles must instead use form 3371 (Affadavit of Lost Title).

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", but both must sign 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 6 **does not** release their lien.

Instructions for Filling Out the Form:

- **Section 1 - Vehicle/Vessel Information:** Enter the complete vehicle or hull description. Also include model year, make, model, and description.
- **Section 2 – Owner Information:** List the owner(s) shown on the current 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” will allow either owner to sign the application; “AND” requires both owners to sign. For “Owner’s Permanent Physical Address”, list the owner’s fixed, permanent, principal home address.
- **Section 3 – Lienholder Information:** List any lien present on the current title. 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 this lienholder at the address listed unless that lienholder has signed Section 6 and designated another recipient in Section 4.
- **Section 4 – Mail to Different Address:** If the duplicate 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 6 in order for the title to be mailed to any address shown in Section 4.
- **Section 5 – 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 duplicate title.
- **Section 6 – 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 6 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

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

Faxed copies are not acceptable.

You may check the status of your title by visiting accessidaho.org/secure/itd/title/status

Thank You