



Duplicate Idaho Title Application With Ownership Transfer

ITD 3369 (Rev. 07-14)
Supply # 019571511

Important: This form may be used only for vehicles at least ten years old, vehicles designed with no odometer (e.g. trailers, campers, some off-highway vehicles), vehicles with a gross vehicle weight over 16,000 pounds, and vessels.

Warning to the Buyer - The following must be complete or you will not receive a title. The buyer must be an Idaho resident.

- The owner of record has signed Section 7, and their signature has been notarized.
- Any lien recorded on the currently recorded title has been released. If unsure, check with your local county motor vehicle office or the Idaho Transportation Department at (208) 334-8663.

Note: To ensure proper processing and mailing, use the step-by-step instructions on page 2.

Section 1	Vehicle/Vessel Information - Required				
	Vehicle/ Hull Identification Number*	Title Number*	Year	Make	Model
*Both the Vehicle/Hull Identification Number and Title Number are necessary to locate your record. Your Registration should have both numbers. If your Registration is not available, contact any county vehicle licensing office for this information. Include an additional \$7.00 title search fee if either is left blank.					

Section 2	Owner of Record (Seller) / Lienholder Information as Shown on Current Title - Required		
	Owner(s) - Name(s) Shown on Currently Recorded Title		
	<input type="checkbox"/> Or <input type="checkbox"/> And		
	Selling Price (See Section 7)	Sales Tax (6%)	Date Sold
	Lienholder of Record		
City		State	Zip

Section 3	Purchaser's / Transferee's Information - Required		
	Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	<input type="checkbox"/> Or	<input type="checkbox"/> And
	<input type="checkbox"/> LSR <input type="checkbox"/> DBA		
	Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	<input type="checkbox"/> Or	<input type="checkbox"/> And
	<input type="checkbox"/> LSR <input type="checkbox"/> DBA		
	Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN		
New Owner's Physical Address		State	Zip
New Owner's Mailing Address		State	Zip
Purchaser or Representative's Signature(s)			
X			
X			

Section 4	To Release Lien on Current Title		
	Lienholder of Record		
	Address		
	City	State	Zip
	Authorized Representative's Signature	Date	
X			

Section 5	To Record Lien on Purchaser's/Transferee's New Title		
	Lienholder Name		
	Address		
	City	State	Zip

Section 6	Dealer Reassignment - Dealer Use Only -		Purchaser Information		
	Dealership Name	Dealer Number	Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	<input type="checkbox"/> Or <input type="checkbox"/> And	
	Address		Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN	<input type="checkbox"/> Or <input type="checkbox"/> And	
	City		<input type="checkbox"/> LSR <input type="checkbox"/> DBA		
	State		Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN		
	Zip		New Owner's Physical and Mailing Address(es)		
Dealer Agent's Name (Printed)		State		Zip	
Dealer Agent's Signature Releasing Interest in Vehicle		Date	Purchaser or Representative's Signature(s)		
X		X		X	

Section 7	Owner or Lienholder of Record's Notarized Signature - Required		
	I hereby make application for a 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 (Attach the title if either box is checked)		
	I also transfer all interest in this vehicle or vessel to the party listed in Section 3. I understand it is a felony to enter a false selling price, name, or address on this document. The signature below is my true and legal signature. I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.		
	Original Owner's Name (Printed)	Daytime Phone Number	
Signature(s)	Date	Subscribed and sworn before me this _____ day of _____, 20____	
X		Seal or Stamp	
X		Notary Public or Idaho Transportation Department Agent's Signature	
		X	



Instructions

If you have questions, contact your local county assessor's motor vehicle office or the Idaho Transportation Department's Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

For signatures, remember:

- If a representative signs this form on behalf of **any** applicant, an original power of attorney, or a copy verified to be a true copy of the original, must be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor in the presence of a notary public. (Power of Attorney forms can be found at dmv.idaho.gov.)
- If more than one owner of record is shown on the current title/title record, any owner may sign if their names are connected by "OR", but all must sign if their names are connected by "AND".
- If the lienholder on the title/title record is applying, enter the business name with an authorized party's signature and job title. This application must be accompanied by a repossession affidavit or a release of interest from the owner of record.
- **The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or the application will not be processed.**

Note	Sections 1, 2, 3, and 7 are required to be filled out completely and correctly. In all cases, failure to complete <u>any</u> of the <u>required sections</u> will result in the application being returned.
Section 1	Enter the complete vehicle or vessel description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
Section 2	Enter the owner(s) shown on the current title/title record. If more than one owner is listed, check the "Or" or "And", whichever appears on the original title, and list all the owners.
Section 3	Purchaser information is entered here for all parties and must include full legal name, and either an Idaho driver's license number, an Idaho ID card number, or SSN. Businesses and trust names must include full legal entity name and Employer Identification Number (EIN). Check the appropriate selection in the "Or, And, LSR, DBA" boxes. Multiple owners with "And" selected must all sign in this section.
Section 4	This section is to be signed by the lienholder shown on the title/title record if they wish to release their lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, <u>the duplicate title will be issued with the lien and mailed to the lienholder.</u>
Section 5	Complete this section to add a new lien to the duplicate title. If this section is not completed, the title will be mailed to the purchaser.
Section 6	Dealers must complete this section <u>in full</u> when reassigning this vehicle with a duplicate application. This section cannot be completed by anyone other than a licensed dealer.
Section 7	It is presumed that your title has been lost. If it has not been lost, but is illegible or mutilated, check the appropriate box and attach the title. The owner(s) or lienholder shown on the current title/title record or their agent must print their name(s) legibly and sign in front of a notary public, an assessor, or a deputy assessor. Please provide a daytime phone number where you can be contacted.

Faxed copies are not acceptable.

You may bring this form to any local county assessor's motor vehicle office with the proper fees and taxes as listed below. Make your check payable to that county.

You may also mail the completed application and a check made payable to Ada County for the proper fees and taxes as indicated below.

Mail to: Ada County Processing Center
PO Box 140019
Garden City, ID 83714

Fees and Taxes - If transferring ownership, sales/use tax of 6% of the purchase price must be included in addition to the fees shown below.*

Duplicate Idaho Title with Transfer Fee - \$14.00	
Sales/Use Tax* - 6% of purchase price shown in Section 2.	
Title Search Fee - \$7.00	If you do not have <u>both</u> the vehicle/hull identification number <u>and</u> the title number, add \$7.00 for a title record search to the \$14.00 duplicate title fee, for a total of \$21.00. (The title number and VIN/HIN can be found on your Idaho Registration.)
RUSH Duplicate Idaho Title with Transfer Fee - \$40.00	For "RUSH" service, add \$26.00 to the \$14.00 duplicate Idaho title with transfer fee for a total of \$40.00.

* If a tax exemption applies, the proper exemption form must be completed, signed by required parties, and attached to this application. Tax exemption forms can be found at your county assessor's motor vehicle office, or at dmv.idaho.gov (select "Vehicle Services" and then under "Forms and Other Information", select "Vehicle Titling" and then "Sales Tax Exemption Forms")