

Duplicate Idaho Title Application

Idaho Transportation Department



To ensure proper processing of your application, use the step-by-step instructions on page 2. **THIS FORM MUST BE NOTARIZED. ONLY THE OWNER OR LIENHOLDER OF RECORD OR THEIR AGENT MAY APPLY FOR A DUPLICATE TITLE.** One owner shown on the original title (Section 2) must be shown on the duplicate title (Section 3).

Per Idaho Code 49-504, this form cannot be used to transfer ownership to a new buyer or transferee

Take the completed form to any county vehicle licensing office or mail it with the applicable fee to the following address.

Physical Address:
Ada County Processing Center
9115 Chinden Blvd
Garden City ID 83714

Mailing Address:
PO Box 140019
Garden City ID 83714

Regular Duplicate Fee \$ 8.00
RUSH Duplicate Fee \$23.00
**Be Sure to Include the Proper Fee –
Do Not Send Cash**

Vehicle/Vessel Information							
SECTION 1	Vehicle/Hull Identification Number*			Title Number*			
	Year	Make	Model	Description	Hull	Horsepower	Propulsion
<p>*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 \$4.00 title search fee if either is left blank.</p>							
SECTION 2	Owner Information On Current Title			SECTION 3	Owner Information On Duplicate Title		
	Owner's Name Shown on Original Title <input type="checkbox"/> OR <input type="checkbox"/> AND <input type="checkbox"/> DBA				Owner's Name to be Shown on Duplicate Title <input type="checkbox"/> OR <input type="checkbox"/> AND <input type="checkbox"/> DBA		
	Second Owner's Name on Original Title				Second Owner's Name to be Shown on Duplicate Title		
	Owner's Current Mailing Address				Owner's Current Mailing Address		
City, State, Zip			City, State, Zip				
			Added Owner's Signature X				
SECTION 4	Mail Title to Different Address Only						
	C/O Name						
Address (Street, City, State, Zip)							
SECTION 5	To Release Lien on Original Title			SECTION 6	To Add Lien to Duplicate Title		
	Lienholder of Record				Lienholder's Name		
	Releasing Interest's Signature				Address		
	X				City, State, Zip		
Date			Lien Creation Date and Time				
SECTION 7	Owner's or Lienholder of Record's Signature With Notary						
	I hereby make application for duplicate title on 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).			Subscribed and sworn before me this			
	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 or Section 3. The signature below is my true and legal signature.			_____ day of _____ year _____			
	X			SEAL or STAMP			
X			Notary Public's or Idaho Transportation Department Agent's Signature				
Daytime Phone Number (Include Area Code)							

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Instructions

For signatures, remember:

- If an agent signs this form for ANY applicant's signature, either the original document appointing the agent (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.
- 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, list the business name with an authorized signature and title.
- **THE APPLICANT'S SIGNATURE MUST EITHER BE 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.

Section 1	Enter the complete vehicle or hull description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
Section 2	List the owner of record. If there are two owners, circle the "OR" or "AND," whichever appeared on the original title, and add the second owner or if an individual "doing business as" a company name, circle the DBA. List the current mailing address.
Section 3	List "SAME" if there are no changes in ownership. If you wish to add, drop, or change a name, list all owners to be shown on the new duplicate title. Circle "OR" or "AND" if there are two or more owners or DBA. List the owner's current mailing address. If "AND" is circled, any owner that did not appear on the original title must sign here. A name can only be added or removed if an owner on the original title has signed Section 7. At least one owner shown on the original title must remain on the new title.
Section 4	If the duplicate title is to be mailed to a party other than the owner or lienholder, list the address in this section.
Section 5	This section is to be completed and signed by the lienholder of 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, the duplicate title will be issued with the lien and mailed to the lienholder.
Section 6	Complete this section to add a new lien to the duplicate title.
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.

Mail the completed application and the proper fees, as indicated below, to the address on page 1.

- Include an \$8.00 duplicate Idaho title fee.
- If you do not have both the vehicle/hull identification number and the title number, send an additional \$4.00 for a title record search. (The title number and VIN/HIN can be found on your Idaho Registration.)
- For "RUSH" service, add \$15.00 to the \$8.00 duplicate title fee for a total of \$23.00.

Failure to complete ANY of the above requirements will result in the application being returned.

Faxed copies are not acceptable.

If you have questions, contact the Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

Thank You