



**\$3.50 Fee**

# Notice of Release of Liability

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Idaho Transportation Department

**This form may be used to provide the information required for a Release of Liability, which may protect you from liability for death or injury, property damage, motor vehicle infractions, towing, storage, repair or service charges involving the vehicle that may occur after delivery of the vehicle to the purchaser.**

**Please print the following information clearly.**

Vehicle Identification Number (VIN)	Year	Make	Body Style	Title Number	Tag Number (ITD Use Only) <b>T</b>
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Seller's Full Legal Name			Purchaser's Full Legal Name		
Driver's License Number or SSN			Driver's License Number		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Odometer Reading	Selling Price \$		Date Vehicle Delivered to Purchaser(s)		

**\*Note: Remove your vehicle license plates upon sale or transfer! You may transfer the plates through a DMV office to another vehicle you own.**

I hereby request that the Idaho Transportation Department mark its motor vehicle records to indicate that I have transferred the vehicle described above under the provisions of Section 49-526, Idaho Code, which addresses vehicle transfers. However, I understand that the motor vehicle record will remain in my name until a new Idaho Certificate of Title is applied for and issued recording the name of the new owner. I also understand that it is unlawful to knowingly file a release of liability which contains false information.

Seller(s) Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

**- Do Not Mail Cash (See instructions under Titled Owner) -**

### Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. According to Section 49-526, Idaho Code, you may also do the following within five (5) days of delivery to the purchaser:

- Fill out the top of this form;
- Attach a check or money order for THREE DOLLARS and FIFTY CENTS (\$3.50) made payable to your local county assessor motor vehicle department.
- Mail or return this form and payment to your local county assessor motor vehicle department.

**Note:** If you return this form and your payment to Ada County, make payment to the Ada County Processing Center and mail to: PO Box 140019, Garden City, ID 83714.

If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

### Instructions

1. This form is for registered owner transfers only. Do not submit when only recording, releasing, or changing lienholders.
2. Enter the vehicle description.
3. Print the full legal name(s) of the seller(s), and the sellers Driver's License number or SSN.
4. Print the physical address of the seller(s).
5. Enter the odometer reading at the time of sale.
6. Enter the selling price.
7. Enter the date you delivered the described vehicle.
8. Enter the purchaser(s)' full legal name(s), Driver's License number, and physical address.
9. Sign your name and the date you signed in the appropriate space.
10. If you are signing for a business, print your title, the business name, and the businesses EIN.