



Application for Certificate of Title

Idaho Transportation Department

ITD 3337 (Rev 07-13)
itd.idaho.gov

➔ Before starting form, see instructions on Page 2.

| | | | | | | | | | |
|--|--|------|--|-------|--------------|---------------------------|--|------------|--------------------------|
| Section 1 Vehicle/Vessel Description | Previous Idaho Title Number | | 1st Vehicle or Hull Identification Number (VIN or HIN) | | | 2nd VIN If Assigned | | | |
| | Year | Make | Body Type | Model | Description | Color (Primary/Secondary) | Fuel Type | Wheel Base | |
| | Weight | | Length | Width | | Hull Material | Horsepower | | Propulsion |
| | Odometer Reading (no tenths) <input type="checkbox"/> Mi <input type="checkbox"/> Km | | Odometer Status <input type="checkbox"/> Actual <input type="checkbox"/> In Excess <input type="checkbox"/> Not Actual <input type="checkbox"/> No Device <input type="checkbox"/> Exempt | | Reading Date | Previous State | Previous State Brand <input type="checkbox"/> Rebuilt Salvage <input type="checkbox"/> Reconstruct <input type="checkbox"/> Repaired <input type="checkbox"/> Other _____ | | Previous State Title No. |

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|---------------------------------------|---|--|---|--|
| Section 2 Purchaser – Owner | Owner #1 Full Legal Name (Last, First, Middle) or Business Name | | <input type="checkbox"/> Or <input type="checkbox"/> And | Driver's License Number or SSN / EIN if Business |
| | Owner #2 Full Legal Name (Last, First, Middle) or Business Name | | <input type="checkbox"/> LSR <input type="checkbox"/> DBA | Driver's License Number or SSN / EIN if Business |
| | Owner #3 Full Legal Name (Last, First, Middle) or Business Name | | <input type="checkbox"/> Or <input type="checkbox"/> And | Driver's License Number or SSN / EIN if Business |
| | Owner's Legal Physical Address | | <input type="checkbox"/> LSR <input type="checkbox"/> DBA | City State Zip+4 |
| | Mailing Address if Different from Physical Address | | | City State Zip+4 |

| | | | | | |
|--------------------------------|---------------------------|-----------------|------|-------|-------|
| Section 3 Lienholder | Primary Lienholder Name | Mailing Address | City | State | Zip+4 |
| | Secondary Lienholder Name | Mailing Address | City | State | Zip+4 |

| | | | | | | |
|--|---|------|--|--|-------|----------------------------------|
| Section 4 Sale Information | Idaho Sellers Permit No. (required for leasing or rental companies) | | Purchase Date | <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Tax Not Included | | |
| | | | | <input type="checkbox"/> Tax Exempt Sale (Enclose Tax Form) | | |
| | Gross Sales Price.....\$ _____ • | | Dealer Sales Additional Information | Qualifying Rebates \$ _____ • | | |
| | Net Idaho Sales Tax Due\$ _____ • | | | Trade-In Allowance..... \$ _____ • | | |
| | Net Idaho Sales Tax Collected by Seller ...\$ _____ • | | | Adjusted Gross Sales Price..... \$ _____ • | | |
| Trade-In Information For Tax Purposes, Trade-Ins are Allowed on Dealer Retail Sales Only | | Year | Make | Body Type | Model | Vehicle Identification No. (VIN) |

| | | | | | |
|-----------------------------------|--|-----------------------|--|-------|----------|
| Section 5 Agency/Dealer | Agency/Dealer Name | | Authorized Representative's Name Printed | | Title |
| | Agency/Dealer Address | | City | State | Zip Code |
| | Phone No. () () | Fax Number () () | E-Mail Address | | |
| | <input type="checkbox"/> By checking this box, I certify that I am a financial institution registered in the state of Idaho or a dealer licensed in the state of Idaho, have physically inspected the vehicle/vessel described in Section 2, and that the VIN/HIN shown on this form is correct. | | | | |
| | I certify that all information on this application is correct and that I have witnessed the signature(s) of the person(s) signing this application. | | | | |
| Authorized Signature X | | Date | Title documents will be submitted to the county office located in (City) | | |

| | | |
|-------------------------------|--|-------------|
| Section 6 Fees Paid | Do Not Send Cash - Make payment by check | |
| | <input type="checkbox"/> Title Fee | \$ 14 • 00 |
| | <input type="checkbox"/> Sales Tax | \$ • |
| | <input type="checkbox"/> Rush Fee (Optional) - <u>Additional</u> \$26.00 | \$ • |
| | Total Fees | \$ • |

| | | | |
|----------------------------------|--|----------------------|------|
| Section 7 Signature(s) | I, the undersigned, certify that the vehicle/vessel described above is owned by me and this vehicle/vessel will not be the subject of a lien prior to receipt of the title unless indicated in Section 3. I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct to the best of my knowledge and belief, and that the signature below is my true and legal signature. | | |
| | Applicant's Signature X | Daytime Phone Number | Date |
| | Applicant's Signature X | Daytime Phone Number | Date |



Application for Certificate of Title

Idaho Transportation Department

Instructions

Special Feature: The Idaho Transportation Department created this form with the intention of it being completed on your computer and then printed for the necessary signatures. As an added convenience, the form and all of the information you enter on the form can be saved to your computer using the "Save As" option under "File" in Adobe Reader. Completing the form on the computer ensures that the information is clear and legible. Users are highly encouraged to utilize the form electronically whenever possible for ease and convenience.

Intended Use: To apply for an Idaho title for residents of Idaho

Intended Users: This form is intended to be used by Idaho financial agencies registered with the Idaho Department of Finance, licensed Idaho manufactured home dealers, out of state dealerships and financial agencies, and private party sales to Idaho residents when the sale is conducted outside of the State of Idaho.

For signatures, remember:

- If an agent signs this form for **any** applicant's signature, either the original document appointing the agent (e.g., 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.
- **The applicant's signature must be witnessed by the dealer or financial agency or it will not be processed.**

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|-----------------------|--|
| Section 1 | Vehicles without current Idaho titles require a Vehicle Identification Number inspection completed by a peace officer or an agent for the Idaho Transportation Department. ITD form 3403 is available on www.itd.idaho.gov for your use. |
| Section 2 | List all current owners of record. If there are two owners, check "OR," "AND," or "DBA" as it appears on the original title. List the current lienholder information and mailing address. |
| Section 3 | List all lienholder information to be added to the new Idaho title. |
| Sections 4 and 5 | These sections are completed by the financial agency, dealer, leasing company, or rental company and are not used for replacement title transactions. The Idaho seller's permit number for the party collecting tax must be listed in the "Idaho Seller's Permit No." field in Section 4. Leasing and rental companies <u>must</u> list their Idaho seller's permit number. If a vehicle is being traded in, the vehicles information, including the VIN, is required. Note to Sellers: In Section 5, you are certifying the accuracy of the information and witnessing the signature of the applicant. |
| Section 6 | Payment may be made by check only. |
| Section 7 | The applicant is certifying the accuracy of the information on this document, and that this vehicle/vessel is owned by the applicant. |

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

Send the original application, title, and associated paperwork to: (Keep copies for your records.)

Ada County Processing Center
PO Box 140019
Garden City ID 83714-0019

The applicant's local DMV office

Or
Addresses and phone numbers can be found at the following site:

Make check out to: Ada County Processing Center

<http://itd.idaho.gov/dmv/vehicleservices/assessor.htm>

Faxed copies are not acceptable.

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

Thank You