



# Application for Certificate of Title

Idaho Transportation Department

ITD 3337 (Rev 10-13)  
itd.idaho.gov

**Before starting form, see instructions on Page 2.**

<b>Section 1 Vehicle/Vessel Description</b>	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 _____	

<b>Section 2 Purchaser - Owner</b>	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"/> LSE <input type="checkbox"/> DBA	Driver's License Number or SSN / EIN if Business
	Mailing Address if Different from Physical Address		<input type="checkbox"/> Or <input type="checkbox"/> And	Driver's License Number or SSN / EIN if Business

City	State	Zip+4
City	State	Zip+4

<b>Section 3 Lienholder</b>	Primary Lienholder Name	Mailing Address	City	State	Zip+4
	Secondary Lienholder Name	Mailing Address	City	State	Zip+4

<b>Section 4 Sale Information</b>	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.....\$	•	<b>Dealer Sales Additional Information</b>	Qualifying Rebates .....	\$	•	
	Net Idaho Sales Tax Due .....	\$		•	Trade-In Allowance.....	\$	•
	Net Idaho Sales Tax Collected by Seller ...\$	•		Adjusted Gross Sales Price.....	\$	•	
<b>Trade-In Information</b> For Tax Purposes, Trade-Ins are Allowed on Dealer Retail Sales Only		Year		Make	Body Type	Model	Vehicle Identification No. (VIN)

<b>Section 5 Agency/Dealer</b>	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 1, 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 <b>X</b>	Date	Title documents will be submitted to the <a href="#">county office</a> located in (City)
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<b>Section 6 Fees Paid</b>	<b>Do Not Send Cash - Make payment by check</b>	
	<input type="checkbox"/> Title Fee .....	\$ 14 • 00
	<input type="checkbox"/> Sales Tax .....	\$ •
	<input type="checkbox"/> Rush Fee (Optional) - <u>Additional</u> \$26.00 .....	\$ •
	<b>Total Fees</b> .....	\$ •

<b>Section 7 Signature(s)</b>	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 <b>X</b>	Daytime Phone Number	Date
Applicant's Signature <b>X</b>	Daytime Phone Number	Date	



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## 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.**

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 <a href="http://www.itd.idaho.gov">www.itd.idaho.gov</a> 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