

How to fill out 3312 — Salvage Certificate Of Title Application

Idaho · written against 3312 (Rev 4/24), issued under Idaho Code 49-524

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The form that turns a written-off car back into something you are allowed to sell. Idaho's rule for an owner who kept a total-loss vehicle after the insurance settlement is unforgiving: the owner may not sell or otherwise dispose of the vehicle until he has been issued a salvage certificate, and an owner who fails to surrender the title, or who sells without telling the buyer the vehicle was totalled, is guilty of a misdemeanour carrying up to six months in jail, a one thousand dollar fine, or both. The certificate this application produces is itself the ownership document - it takes the place of the previous title - and it is what a buyer of an unrepaired salvage vehicle receives instead of a title.

This sheet is not the form. Download the blank 3312 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2025/04/3312.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Stop before you advertise it	An owner-retained salvage vehicle cannot lawfully be sold until the salvage certificate has been issued. Watch out: The penalty is a misdemeanour with jail time attached, and it applies equally to selling without telling the buyer the car was totalled.
2	YOU	Tick the box that describes you	Titled owner declaring the vehicle salvage, or an Idaho dealer selling raw salvage. Watch out: If you kept the car after a settlement, the first box is yours and the second is not - and the Agency/Dealer block at the foot stays empty.
3	YOU	Describe the vehicle and the loss	VIN, year, make, body type, model, and whether it is damaged and uneconomical to repair or an unrecovered theft. Watch out: The odometer reading date is a separate box from the reading. Use the date it was actually read, not today.
4	YOU	Name the insurer and the date	The insurance company and the date the total loss or salvage was declared. Watch out: That date drives the timetable in section 49-524. Take it off the settlement letter rather than from memory.
5	YOU	Owners and any lienholder	Full legal names with identifiers, addresses, and any lender still recorded. Watch out: A salvage certificate carries a lien forward. If the loan was cleared by the settlement, get the release before you file this.
6	YOU	Sign and pay	The fourteen-dollar salvage certificate fee printed on the form, the county's title admin fee, and sales or use tax where the printed note says it is due. Watch out: The tax note catches the common case: an insurer that paid out and then sold the wreck back to you.
7	YOU	Then sell it, or repair it	The certificate is the ownership document. A buyer of the unrepaired vehicle receives it in place of a title. Watch out: If you repair it instead, the route is a Salvage Vehicle Statement and an application for a branded title reading Rebuilt Salvage - which stays on the record permanently.

What gets this one rejected

- Selling the vehicle before the certificate is issued. The salvage rules say the owner may not sell or otherwise dispose of the vehicle until he has been issued a salvage certificate.
- Registering it. Vehicles issued salvage certificates cannot be registered until an application for title has been completed and submitted after repair.
- Neither declaration box ticked. The form has one box for the titled owner declaring the vehicle salvage and one for a dealer selling raw salvage, and the county needs to know which of the two it is reading.
- No insurer or no declaration date where there was a settlement. Both are how the department places the vehicle in section 49-524's timetable.
- A lien left off. A salvage certificate carries the lien across like any other ownership document.
- Assuming no tax is due. The printed note is specific about the three cases where sales or use tax is required, including where the insurance company sold the vehicle back to the titled owner.

☐ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.



Salvage Certificate Of Title Application

Idaho Transportation Department

ITD 3312 (Rev. 4/24)
Supply #018074000

This application requests a Salvage Certificate of Title which is an ownership document. The certificate may be used to transfer ownership of the vehicle while unrepaired, and will be surrendered when applying for a branded title after repairs have been completed. Vehicles issued salvage certificates may not be registered until they have been repaired and meet the equipment requirements of Idaho Code – Title 49, Chapter 9.

Vehicle/Vessel Description	Vehicle or Hull Identification Number 1C4RJFAG3EC740215	Year 2014	Make Jeep	Body Type Utility	Model Grand Cherokee
	Vehicle/Vessel declared salvage due to: ☒ Damaged/Uneconomical to Repair ☐ Unrecovered Theft				
	Odometer Reading (in miles unless indicated otherwise) (no tenths) 96,880	Odometer Status (Reading is actual unless indicated otherwise) ☐ In Excess of mechanical limits ☐ Not Actual ☐ No Device	Odometer Reading Date 07/03/2026	GVWR (for trucks)	

Owner Retained or Applicant Information	Check here if you are the titled owner of this vehicle and are now declaring this vehicle to be salvage. ☒ Check here if you are an Idaho Dealer selling this vehicle as raw salvage. ☐				
	Owner #1- Full Legal Name or Business Name (Last, First, Middle) Loveridge, Priscilla M.		☐ Or ☐ And ☐ LSR ☐ DBA	Idaho Driver's License Number or SSN / EIN if Business LO573104M	
	Owner #2 - Full Legal Name or Business Name (Last, First, Middle)		☐ Or ☐ And ☐ LSE ☐ DBA	Idaho Driver's License Number or SSN / EIN if Business	
	Owner #3- Full Legal Name or Business Name (Last, First, Middle)			Idaho Driver's License Number or SSN / EIN if Business	
	Physical Address of Owner's Current Legal Residence or Business 1467 Pole Line Rd E			Email Address	
	Mailing Address if Different than Physical Address 1467 Pole Line Rd E		City Twin Falls	State ID	Zip + 4 83301
	Lienholder Name	Address	City	State	Zip
	Insurance Company Name Palouse Basin Mutual Insurance			Date Total Loss or Salvage Declared 07/03/2026	

Agency/Dealer Use Only	Agency/Dealer Name		Authorized Representative's Name Printed		Title
	Agency/Dealer Address		City	State	Zip Code
	Phone No. ()	Fax Number ()	E-Mail Address		
	☐ By checking this box, I certify that I am a licensed Idaho Dealer, or a financial institution registered in the state of Idaho, and I have physically inspected this vehicle/vessel described above and the VIN/HIN and date of the application are 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. I also release all interest in this vehicle/vessel unless I am listed as lienholder or owner on this application for Salvage Certificate of Title.				
	Authorized Signature X		Date	Title documents will be submitted to the county office located in (City)	

For Original Salvage Certificate Application

By signing below, I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing statements are true and correct to the best of my knowledge and belief: the vehicle/vessel described above has been declared a total loss or salvage by the insurance company listed or by the owner of record; I hereby make application for a Salvage Certificate for said motor vehicle/vessel; and that the signature below is my true and legal signature.

Applicant's Printed Name Priscilla M. Loveridge	Applicant's Signature X	Daytime Phone Number (208) 555-0186	Date 08/14/2026
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You may mail or bring this application with you to your local county assessors motor vehicle office for processing. If you choose to send this application via mail. Please make the checks payables to "DMV".

Salvage Certificate Fee	\$ 14 . 00	Credit Card - ☐ Visa ☐ MasterCard
Sales /Use Tax *See Note Below	\$.	Card Number
County Title Admin Fee	\$ 2 . 00	Expires
Total Collected	\$ 16 . 00	Security Code

***Note:** Sales/Use Tax is required on the salvage value of the vehicle if the title or other documents indicate the insurance company acquired the vehicle and sold it back to the titled owner. Sales/Use tax is due if being sold by a dealership or being transferred between private parties. If you have questions, please contact the ITD Titles Unit at: (208) 584-4343, Monday - Friday, 8:00 a.m. - 5:00 p.m. Mountain Time.

Thank You