

How to fill out 3367 — Duplicate Idaho Title Application

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Idaho · written against 3367 (Rev 3/26), issued under Idaho Code 49-515

/forms/idaho/3367-duplicate-idaho-title-application/

An exact copy of a certificate that has been lost, mutilated or become illegible, with nothing else changed. That last clause is the whole design of the form and it says so twice: this form cannot be used to transfer ownership to a new buyer or transferee, and any ownership or lienholder changes must instead use ITD 3371. Section 49-515 restricts who may ask - the owner, the owner's legal representative, or the holder of the prior lien - and ITD's tip sheet warns a buyer never to plan on getting a lost title for a seller, because only the titled owner or lienholder can obtain a duplicate. The copy that comes back is stamped, and section 49-515 requires the original to be surrendered for cancellation if it ever turns up.

This sheet is not the form. Download the blank 3367 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2026/04/3367.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	Check which of the three forms you need	Exact copy, nothing changed: this one. Selling at the same time and the vehicle is odometer-exempt: ITD 3369. Changing an owner or a lien: ITD 3371. Watch out: Picking wrong costs a fortnight. The banner on each of the three says which job it will not do.
2	YOU	Section 1: the vehicle	VIN, title number if you have it, year, make, model. Watch out: If you cannot find the title number, the department's own online service will look up a title's status from the VIN.
3	YOU	Section 2: the owners, exactly as the old title had them	Names, identifiers, and the Or / And box that matches the original. Watch out: If a name has changed - marriage, most often - include a signed One and the Same Statement. The instructions name ITD 3125 for it.
4	YOU	Section 3: any lien still on the record	List a lien only if it is genuinely still there. A lien listed here sends the duplicate to the lender. Watch out: If you paid it off and nobody told the department, you need a release on ITD 3777 before the duplicate is any use to you.
5	YOU	Section 6: illegible, mutilated, or presumed lost	Lost is the default. Tick Illegible or Mutilated instead and attach the old title. Watch out: Attaching a mutilated title is not optional when you tick the box - the department wants the wreckage back.
6	YOU	Sign it in front of somebody	A notary, or an assessor or deputy assessor at a county office. Watch out: The county route is free of a notary's fee and takes the form off your hands in the same visit.
7	YOU	Pay and send it	\$14.00 plus the county's admin fee, or \$26.00 more for RUSH, by cheque payable to DMV or by card. Watch out: Faxed copies are not acceptable, in the form's own words. Post it or take it in.
8	YOU	Destroy the original if it reappears	A duplicate voids the original, and section 49-515 requires the original to be surrendered for cancellation. Watch out: And if it is the duplicate you lose, you are back here again - ITD's own tip sheet ends with exactly that warning.

What gets this one rejected

- An un-notarised signature sent by post. The banner across the top of page one: this form will NOT be processed unless the applicant's signature has been NOTARIZED.
- Anybody but the owner or the lienholder of record applying. The same banner says only the owner or lienholder of record or their agent may apply for a duplicate title.
- Using it to sell the car. It cannot transfer ownership - ITD 3369 is the form that does that, and only for odometer-exempt vehicles.
- Using it to change a name or a lien. Any ownership or lienholder change goes on ITD 3371 instead.
- A lien listed in Section 3 that has actually been paid off. It has not been released by being ignored, and listing it posts your duplicate to the lender.
- An agent signing without a notarised power of attorney attached. The instructions require the original or a verified copy, signed by the grantor with the grantor's signature notarised.
- Cash in the envelope. The form asks a cash payer to visit a county assessor's motor vehicle office instead.

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

Read off 3367 (Rev 3/26) and the Idaho Transportation Department, Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com



Duplicate Idaho Title Application

Idaho Transportation Department

ITD 3367 Rev. (3/26)
dmv.idaho.gov

Warning: This form will NOT be processed unless the applicant's signature has been NOTARIZED. Only the owner or lienholder of record or their agent may apply for a duplicate title.

- To ensure proper processing of your application, use the step-by-step instructions on page 2.
- Use this form to apply for an **exact copy** of a lost or destroyed certificate of title.
- This form **cannot** be used to transfer ownership to a new buyer or transferee. To transfer ownership use form ITD 3369.

Section 1	Vehicle/Vessel Information – Required				
	Vehicle/Hull Identification Number. 4S4BSANC5G3241097		Title Number (if known) 1740926358		
	Year 2016	Make Subaru	Model Outback		
Section 2	Title Owner Information - Required				
	Owner #1 – Full Legal Name (First, Middle, Last) or Business Name Waverly J. Kittleson		Idaho Driver's License Number or SSN/EIN if Business KI492817T		☐ Or ☐ And ☐ LSR ☐ DBA
	Owner #2 – Full Legal Name (First, Middle, Last) or Business Name		Idaho Driver's License Number or SSN/EIN if Business		☐ Or ☐ And ☐ LSR ☐ DBA
	Owner #3 – Full Legal Name (First, Middle, Last) or Business Name		Idaho Driver's License Number or SSN/EIN if Business		
	Owner's Physical Address 812 N Boyer Ave		City Sandpoint	State ID	Zip + 4 83864
	Mailing Address if Different from Physical Address		City	State	Zip + 4
Section 3	Lienholder on Record (If Applicable)				
	Primary Lienholder Name		Mailing Address	City	State Zip + 4
	Secondary Lienholder Name		Mailing Address	City	State Zip + 4
Section 4	Mail Title to Different Address				
	Complete only if the duplicate title is to be mailed to an address other than the address shown above for owner or lienholder.		Address		
	C/O Name		City	State	Zip + 4
Section 5 Fees Paid	Do Not Send Cash – Make Payment by check or credit card. Go to dmv.idaho.gov for your county's admin fee.		CREDIT CARD (Payments subject to service fees)		
	☒ Title Fee \$14.00 ☒ County Title Admin Fee 14.00 ☐ Rush Fee (Optional) – Additional \$ 26.00 10.00 Total Fees 24.00		Credit Card Number Print Name as shown on front of card Expiration Date Security Code		
Section 6	Owner's or Lienholder of Record's Signature With Notary – Required				
	I hereby make application for duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated. ☐ Illegible ☐ Mutilated (Please attach the old title if either of the above are checked). 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. The signature below is my true and legal signature. X X		Subscribed and sworn before me this _____ day of _____ year _____ SEAL or STAMP		
	Daytime Phone Number (208) 555-0142		X Notary Public's or Idaho Transportation Department Agent's Signature		