

How to fill out 3369 — Duplicate Idaho Title Application With Ownership Transfer

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/forms/idaho/3369-duplicate-idaho-title-with-ownership-transfer/

Idaho · written against 3369 (Rev 4/24), issued under Idaho Code 49-502(2)

The form that lets you sell a car whose title you cannot find, without waiting for a duplicate to arrive first. Section 49-502(2) permits it and also fences it in: the owner may dispose of the vehicle by delivering to the purchaser a completed application for duplicate title together with an assignment, but only for a vehicle of the 2010 or older model year, one with no odometer device, one over 16,000 pounds gross vehicle weight, or a vessel. Anything newer than 2010 with a working odometer is outside it, because there would be no certificate to write the federal disclosure on. The form itself opens with a warning addressed to the buyer, not the seller, which tells you who carries the risk.

This sheet is not the form. Download the blank 3369 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2025/04/3369.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 the model year before anything else	2010 or older, no odometer device, over 16,000 lb, or a vessel. Otherwise this form is not available to you. Watch out: Newer than that and the route is a plain duplicate on ITD 3367 first, then an ordinary assignment when it arrives.
2	YOU	Sections 1 and 2: the vehicle and you	VIN and description, then your name exactly as the recorded title has it, with the Or / And box matching. Watch out: Names joined by AND on the old record mean every one of you signs Section 7, notarised, each of you.
3	YOU	Selling price, sales tax and date sold	Three boxes inside your own block. The tax line is worked at 6% of the price. Watch out: This is unusual - most Idaho forms leave the tax to the counter. Here the arithmetic is on the sheet, so the price has to be the real one.
4	YOU	Section 3: the buyer	Full legal name, Idaho driver's licence number or SSN, physical and mailing addresses, and their signature. Watch out: The form warns the buyer they must be an Idaho resident. A buyer taking the car out of state needs a different route entirely.
5	BUYER	Section 4, if a lender is still showing	The lienholder of record signs the release. A separate release attached to the application also works. Watch out: Do this before the notary appointment, not after. An unreleased lien is the second thing the buyer's warning tells them to check.
6	YOU	Section 7, in front of a notary	Print your name, sign, and swear that the original title is lost - or tick Illegible or Mutilated and attach it. Watch out: The Idaho Transportation Department agent line beside the notary means a county deputy can take the oath instead, which is usually quicker and cheaper.
7	YOU	Hand the whole packet over	The signed, notarised form goes to the buyer, who takes it to a county assessor's motor vehicle office. Watch out: Add a bill of sale anyway. It costs nothing and it is the buyer's 72-hour permit while the title is being issued.
8	YOU	File your release of liability	Five days from delivery, exactly as in any other sale. Watch out: Missing certificate or not, section 49-526 does not care why the paperwork was awkward. The clock runs from the day the car left.

What gets this one rejected

- A vehicle newer than model year 2010 with a working odometer. The form's own limit, printed above everything else: it may be used only for 2010 or older motor vehicles, vehicles designed with no odometer, vehicles over 16,000 pounds gross vehicle weight, and vessels.
- An un-notarised Section 7. It is headed Notarized Signature - Required, and the warning to the buyer says the buyer will not receive a title without it.
- A lien on the record that has not been released. The buyer's warning names it as the second of two things that must be complete, and points them at their county office if they are unsure.
- A buyer who is not an Idaho resident. The same warning: the buyer must be an Idaho resident.
- A dealer reassignment completed by somebody without a dealer number. Section 6 is dealer use only in the instructions' own words.
- Sections 1, 2, 3 and 7 anything less than complete. The instructions list all four as required, and say failure to complete any of them results in the application being returned.

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

Read off 3369 (Rev 4/24) 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 With Ownership Transfer

ITD 3369 (Rev. 4/24)

Supply # 019571511

Important: This form may be used only for 2010 or older motor vehicles, vehicles designed with no odometer (e.g. trailers, campers, some off-highway vehicles), vehicles with a gross vehicle weight over 16,000 pounds, and vessels.

Warning to the Buyer - The following must be complete, or you will not receive a title. The buyer must be an Idaho resident.

- The owner of record has signed Section 7, and their signature has been **notarized**.
- Any lien shown on the current title record has been released. If unsure, check with your local county motor vehicle office or the Idaho Transportation Department at (208) 584-4343

Note: To ensure proper processing and mailing, use the step-by-step instructions on page 2.

Vehicle/Vessel Information - Required

Section 1	Vehicle/ Hull Identification Number*	Title Number (if known)	Year	Make	Model
	1FTYR44UX8PA31627	1355820947	2008	Ford	Ranger

Section 2

Owner of Record (Seller) / Lienholder Information as Shown on Current Title - Required

Owner(s) - Name(s) Shown on Currently Recorded Title
 Corinne A. Standifer ☐ Or ☐ And

Selling Price (See Section 7) Sales Tax (6%) Date Sold
 \$5,400.00 \$324.00 08/14/2026

Lienholder of Record

City State Zip

Section 4

To Release Lien on Current Title

Lienholder of Record

Address

City State Zip

Authorized Representative's Signature Date
 X

Section 3

Purchaser's / Transferee's Information - Required

Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN ☐ Or ☐ And
 Wesley R. Trumbo / TR418260C ☐ LSR ☐ DBA

Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN ☐ Or ☐ And
☐ LSR ☐ DBA

Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN

New Owner's Physical Address State Zip
 1704 Blaine St

New Owner's Mailing Address State Zip

Purchaser or Representative's Signature(s)
 X

Section 5

To Record Lien on Purchaser's/Transferee's New Title

Lienholder Name

Address

City State Zip
 Caldwell ID 83605

Section 6

Dealer Reassignment - Dealer Use Only -

Dealership Name Dealer Number

Address

City State Zip

Dealer Agent's Name (Printed)

Dealer Agent's Signature Releasing Interest in Vehicle Date
 X

Purchaser Information

Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN ☐ Or ☐ And
☐ LSR ☐ DBA

Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN ☐ Or ☐ And
☐ LSR ☐ DBA

Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, or Business Name /EIN

New Owner's Physical and Mailing Address(es) State Zip

Purchaser or Representative's Signature(s)
 X
 X

Section 7

Owner or Lienholder of Record's Notarized Signature - Required

I hereby make application for a duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated.
☐ Illegible ☐ Mutilated (Attach the title if either box is checked)

I also transfer all interest in this vehicle or vessel to the party listed in Section 3. I understand it is a felony to enter a false selling price, name, or address on this document. The signature below is my true and legal signature. I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Original Owner's Name (Printed) Daytime Phone Number
 Corinne A. Standifer (208) 555-0117

Signature(s) Date

X
 X

Subscribed and sworn before me this _____ day of _____, 20____

Seal
or
Stamp

Notary Public or Idaho Transportation Department Agent's Signature
 X