

How to fill out 3403 — Vehicle Identification Number Inspection Certification

sellmycarhub.com

/forms/idaho/3403-vehicle-identification-number-inspection-certification/

Idaho · written against 3403 (Rev 10/23), issued under Idaho Code 49-504(2)

Idaho's identity check on a vehicle it has not seen before. Section 49-504(2) requires it on anything titled in another jurisdiction, and the department explains why in its FAQs: the inspection ensures the buyer has the correct ownership document for the vehicle, that the title issued will carry an accurate description, and that any VIN tampering is caught before it becomes somebody's ownership problem. The form is filled in by somebody else entirely - a law enforcement officer or an authorised agent of the Idaho Transportation Department, working from the vehicle rather than from paperwork - and it says plainly on its own face that it is not an ownership document.

This sheet is not the form. Download the blank 3403 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2025/04/3403.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	Work out whether you need one at all	Only where the vehicle is coming from another jurisdiction or has never been titled in Idaho. Watch out: An Idaho-titled car sold to an Idaho buyer needs nothing. The department already checked the number when it first issued the title.
2	YOU	Take the vehicle to somebody who can inspect it	A county assessor's motor vehicle office, a law enforcement officer, a DMV employee, a military police officer, or a licensed Idaho dealer. Watch out: Ring first. Not every county office does inspections at every location or at every hour.
3	YOU	Fill in the applicant block, and only that	Your name, address and daytime phone number. Watch out: Everything else is the inspector's, taken from the vehicle itself and not from your paperwork.
4	BUYER	Let them read the number off the vehicle	One character per box, with the location - dash, door, headstock, trailer tongue - recorded. Watch out: If the number they read differs from the number on your title, the discrepancy block is where that gets explained rather than smoothed over.
5	YOU	Check the description they wrote	Model year, make, body type, model and colour, spelled out rather than coded. Watch out: This description becomes the description on the Idaho title. A wrong body type here is a title correction later.
6	YOU	Take it in with the title application	The certification travels with the application, the assigned title and the fees. Watch out: It costs five dollars under section 49-202(2)(k). It is not an ownership document and it does not extend anybody's thirty days.

What gets this one rejected

- Anything filled in by the owner beyond the applicant block. The form's instruction is that it must be filled out by a law enforcement officer or an authorised ITD agent with data directly from the vehicle without the use of other documentation.
- Codes copied off a title. Three printed instructions at the top: complete all sections related to vehicle, do not use codes from any title, and spell out makes and models.
- A VIN that does not match, with the discrepancy block empty. That is the one thing the inspection exists to surface, and it has its own box to be explained in.
- Treating it as proof of ownership. The form says it in a note of its own: this form is not an ownership document.
- A missing badge number or agency name. The certification is a personal one by the officer or agent making it.
- A number that has been tampered with. The conditional-title fact sheet says where that goes - a Motor Vehicle Investigator, and possibly a bonded title.

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

Read off 3403 (Rev 10/23) 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



Vehicle Identification Number Inspection Certification

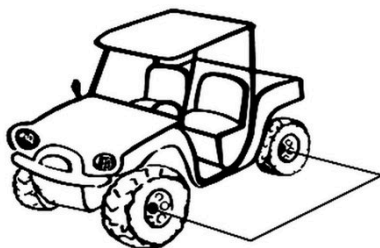
Idaho Transportation Department

ITD 3403 (Rev. 10/23)
Supply # 019580380
dmv.idaho.gov

Complete all sections related to Vehicle • Do not use codes from any title • Spell out makes and models

This form must be filled out by a law enforcement officer or an authorized agent of the Idaho Transportation Department (ITD) with data directly from the vehicle without the use of other documentation. **Note:** This form is not an ownership document.

1 st Vehicle (VIN) Identification Number – (VINs typically have 17 numbers)																	☐ VIN Discrepancy (Explain)	
1 G C E K 1 4 K 9 K E 1 6 2 5 3 8																		
2 nd Vehicle Identification Number (VIN)																		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17																		
VIN Location		☒ Dash ☐ Door ☐ Headstock ☐ Trailer Tongue L - R ☐ Other (Describe)																
Type of Vehicle		☒ Auto/PU/Van ☐ Truck ☐ Trailer ☐ OHV Engine Size _____ cc ☐ Motorcycle FMVSS Sticker ☐ Yes ☐ No ☐ Motorcycle ☐ RV ☐ Mobile Home ☐ Wheel base on ATV or UTV (See back/bottom of form) ☐ Number of Wheels on ATV or UTV ☐ Snowmobile ☐ ATV ☐ UTV																
Model Year		Make		Body Type				Model				Color						
1989		Chevrolet		Pickup				K1500				Blue / white						
Length (trailers)				Width (trailers, ATVs, UTVs)				Weight (Utility and boat trailers, ATVs, UTVs)				Fuel Type						
Motorcycle Is: ☐ Off-highway ☐ On-highway				Comments/Description/Other Pertinent Data <i>Number read from the dash plate; matches the motor vehicle record. No sign of tampering.</i>														
Odometer Reading (no tenths)				Odometer Status, if known: ☐ Actual ☐ Not Actual—Warning – Odometer Discrepancy ☒ Exempt ☐ Exceeds Mechanical Limits ☐ No Odometer														
Inspection Officer or Agent's Signature (I certify I have physically inspected the vehicle described above) X								Applicant's Name <i>Denton R. Broadfoot</i>										
Agency Name								Applicant's Address <i>705 Van Dreff St</i>										
City/Area								Date Inspected				City, State, Zip <i>Salmon, ID 83467</i>				Daytime Phone Number <i>(208) 555-0155</i>		



Wheelbase is the distance between the center of the front axle and the center of the farthest rear axle

