

How to fill out 3438 — License Plate Cancellation Request

Idaho · written against 3438 (Rev 1/24), issued under Idaho Code 49-431 and 49-508

What to do with a plate that is not going onto another car. In Idaho the plate and the registration card stay with the person under section 49-431(1), so after a sale you are holding two things the buyer never had a right to - and this form is how you close them out. Its three tick boxes are the interesting part, because they let you keep half of what you have: cancel the plates but keep the remaining registration time to move to another vehicle, cancel the registration but keep the plate number, or cancel both. Its reasons list includes the one nobody wants to admit to - sold vehicle, plates left on vehicle - which is exactly why the form exists.

This sheet is not the form. Download the blank 3438 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2025/03/3438.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	Decide whether you are cancelling at all	If another vehicle is arriving, transferring the plate for the statutory five-dollar fee keeps both the number and the unused registration. Watch out: Cancellation is the option for somebody leaving the state, closing an estate, or simply done with owning a car.
2	YOU	Pick one of the three boxes	Keep the registration time, keep the plate number, or cancel both. Watch out: One only. They are three different requests and the department cannot act on two of them at once.
3	YOU	Name and plate number	The registered owner's full name and the plate number being cancelled. Watch out: The plate number is the key to the record here. A VIN will not find it, because this form is about the plate rather than the car.
4	YOU	Addresses and identifier	Idaho residence address, mailing address if different, and a driver's licence number or business EIN. Watch out: The identifier is how the department matches the request to you rather than to somebody with a similar name.
5	YOU	Give the reason	Sold vehicle with plates left on it, surrendered plates enclosed, moved out of state, deceased owner with plates enclosed, or a written-in other. Watch out: If you left the plates on the car you sold, this is the honest box and it is printed on the form for a reason. Tick it and move on.
6	YOU	Enclose the plates where the reason says so	Two of the four printed reasons carry the word enclosed inside the label. Watch out: Posting a form that says plates enclosed with no plates in the envelope is a phone call you do not need.
7	YOU	File the release of liability separately	This form closes a plate record. It says nothing to the department about who now owns the vehicle. Watch out: Five days from delivery, under section 49-526. The two filings do different jobs and only one of them protects you.

What gets this one rejected

- Reporting lost or stolen plates on it. The form redirects you: if your plates have been lost or stolen and need to be replaced, please see your local county assessor to complete the transaction.
- No plate number. This form cancels a plate record, and the plate number is the only thing that identifies it.
- Ticking the deceased-owner or surrendered-plates reason without enclosing the plates. Both of those reasons carry the word enclosed in the printed label.
- Ticking more than one of the three cancellation options. They are alternatives - keep the time, keep the number, or keep neither.
- Somebody other than the registered owner signing. The form describes itself as a request by the registered owner of a vehicle.

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



License Plate Cancellation Request

ITD 3438 (Rev 1/24)
dmv.idaho.gov

This form is a request by the registered owner of a vehicle to the Idaho Transportation Department (ITD) to cancel an Idaho license plate / registration, and a reason for the cancellation.

Complete all fields below and submit this form to ITD. Upon receipt, your vehicle registration record will be updated to reflect a canceled status.

If your plates have been lost or stolen and need to be replaced, please see your local county assessor to complete the transaction.

- 2 ☒ Check this box if you wish to cancel the plates but would like to retain any remaining registration time, so that it can be transferred to another vehicle.
- ☐ Check this box if you wish to cancel the registration but retain the plate number, so that it can be transferred to another vehicle.
- ☐ Check this box to cancel both.

Full Name (Please Print First, Middle, and Last)			License Plate Number to be Cancelled		
Waverly J. Kittleson			7B 4192		
Address of Idaho Residence			Mailing Address (If Different from Residence)		
812 N Boyer Ave					
City	State	Zip	City	State	Zip
Sandpoint	ID	83864			
Driver's License Number or Business EIN					
KI492817T					

Reason for Cancellation

- 5 ☒ Sold vehicle (plates left on vehicle) ☐ Moved out-of-state
- ☐ Surrendered plates (enclosed) ☐ Deceased owner (plates enclosed)
- ☐ Other

I, the undersigned, request the license plate / registration listed above to be canceled in the records of the Idaho Transportation Department.

Signature	Date
	08/14/2026

Completed forms may be emailed to Idaho Transportation Department at:

Email: SpecialPlates@ITD.Idaho.gov

Or returned by mail at:

Idaho Transportation Department
Attn: Vehicle Services / Special Plates
PO Box 7129
Boise, ID 83707-1129