

How to fill out 3702 — Request for Title Stop

The emergency brake. Section 49-523A lets anybody in an ownership dispute over a specific vehicle ask the department to freeze title issuance, and this form does it: send it with a \$21.00 fee, ITD writes to every known interested party naming you as the person who placed the stop, and no title is issued for thirty days. Within those thirty days you must produce evidence of a court filing relating to the vehicle, or the stop comes off. A seller reaches for it in a narrow but real situation - a buyer who took the car and never paid, a co-owner selling out from under you, a vehicle that has gone somewhere it should not have.

This sheet is not the form. Download the blank 3702 from the Idaho Transportation Department, Division of Motor Vehicles at <https://itd.idaho.gov/wp-content/uploads/2025/04/3702.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	Get the exact numbers off the record	The VIN and the title number as the department holds them, not as you remember them. Watch out: The bold caution on the form exists because a stop placed against the wrong number protects nothing and the fee is gone.
2	YOU	Write the reason for the stop	A short account of the ownership dispute. Watch out: Write it knowing that ITD will describe it to the other side and name you as the person who asked. Facts, not adjectives.
3	YOU	Sign it and give an identifier	Printed name, signature, date, and a driver's licence number, SSN or EIN. Watch out: The signature line is the only one on the form marked Required. There is no notary.
4	YOU	Pay the \$21.00	By card on the form, or by cheque to the Idaho Transportation Department, Vehicle Services, PO Box 7129, Boise ID 83707-7129. Watch out: It is not refundable, and maintaining a stop past a year means paying it again.
5	YOU	Start the court process immediately	Evidence of a court filing relating to the vehicle has to reach ITD inside thirty days. Watch out: Thirty days is not long to find a lawyer and file. Treat the day you post this form as day one of that clock, not the day it is processed.
6	YOU	Answer ITD's letters	If somebody comes forward with the title, the department writes and gives you 10 business days to say you want the stop maintained. Watch out: Missing that letter lifts the stop by default. Make sure the mailing address on this form is one you actually read.

What gets this one rejected

- A VIN or title number that is one character out. The caution on the form is there because a stop is placed against a record, and a near-miss protects nothing.
- No evidence of a court filing inside thirty days. The form is explicit: you must then provide evidence of a court filing relating to the vehicle within 30 days to maintain the stop, and if you fail to do so the stop will be removed.
- Expecting it to work against a lienholder. Section 49-523A lets a title be issued anyway where a lien is placed against the vehicle or where a recorded lienholder repossesses it.
- Letting a year pass. One calendar year without renewal ends the stop, and maintaining it after that means a new form and another \$21.00.
- Ignoring ITD's letter. If an interested party comes forward with the title and you fail to respond to the department's written notification within 10 business days, the stop lifts.
- Expecting it to reach beyond Idaho. The form says so: ITD does not have the ability to prevent issuance of title in another state.

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



Request for Title Stop

Idaho Transportation Department - Vehicle Services

PO Box 7129
Boise ID 83707-7129

ITD 3702 (Rev. 1/24)
dmv.idaho.gov

The undersigned requests that a stop be placed on any title transfer for the vehicle/vessel described below:

Vehicle/Hull Identification Number (1 st)	Title #	Year	Make	Model	Description
2HGFB2F52CH309764	1806254739	2012	Honda	Civic	4-door sedan

Caution: The vehicle/hull identification number and/or title number must be the exact number(s) shown on record.

Reason for Stop:

Ownership is disputed. The vehicle was taken from my address on 2 August 2026 by a person who agreed to buy it and who has not paid any part of the agreed price. No title was signed over and no bill of sale was completed. A civil claim is being filed in Ada County.

Requestor's Printed Name <i>Marisol B. Tavernier</i>	Requestor's Signature (Required)	Date 08/14/2026	Driver's License, SSN, or EIN <i>TA306918V</i>
Current Mailing Address <i>2914 W Targee St</i>	City <i>Boise</i>	State <i>ID</i>	Zip Code <i>83705</i>
			Phone Number <i>(208) 555-0134</i>

As provided by section 49-523A, Idaho Code, when an ownership dispute occurs between two or more parties, a title stop may be placed on a title record with the Idaho Transportation Department (ITD) to temporarily prevent issuance of title for a specific vehicle in the State of Idaho.

To place a stop on a title record, submit this form along with a \$21.00 fee to ITD. You must then provide evidence of a court filing relating to the vehicle within 30 days to maintain the stop. If you fail to do so, the stop will be removed.

The department will take the following actions:

Upon receipt of this request and fee, ITD will notify all known interested parties in writing that a stop has been placed on the vehicle's title record and will provide the name of the person or entity that has placed the stop. No title shall be issued for 30 days.

Upon receipt of evidence of a court filing relating to the vehicle, the stop will remain on the vehicle record and no title shall be issued except where outlined in Idaho Code 49-523A as follows:

1. ITD receives a final order from the court resolving the dispute.
2. The stop requestor submits a signed statement that they wish to release the stop.
3. A lien is placed against the vehicle in question.
4. A recorded lienholder repossesses the vehicle in question.
5. An interested party comes forward with the title and the stop requestor fails to respond to written notification from ITD within 10 business days that they wish to maintain the stop.
6. One calendar year passes without renewal of the stop by the requestor. Should the stop requestor wish to maintain the stop after one calendar year has passed, they will need to submit a new form and \$21.00 fee.

Important information

As outlined in Idaho Code, a title stop will not prevent a title from being issued in all circumstances (see #'s 3, 4 and 5 above). To prevent title issuance by ITD, the stop requestor must provide ITD with a court order referencing the year, make and VIN of the vehicle in question restraining title issuance.

ITD does not have the ability to prevent issuance of title in another state.

Card Number	Expiration Date	Fee: \$21.00
Card Holder's Name	Card Holders Signature (Required)	Date

To pay by check or money order, make payable to State of Idaho and mail to:

Idaho Transportation Department
Attn: Titles
P.O. Box 7129
Boise, ID 83707-7129

*Credit card orders may be emailed to: DMVTitles@itd.idaho.gov

*Credit card charges are subject to an ITD service fee.