

How to fill out an Idaho title

Idaho Certificate of Title · 8 of 9 boxes are the seller's · rules as of 2026-08-23

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/forms/idaho/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. A correction on Idaho title paperwork is not fatal, but it is not invisible either - ITD 3395, the Statement of Correction or Erasure, exists so that somebody can explain in writing what was changed and why. ITD never publishes a numbered how-to-sell list, so this order is assembled from the three documents that each cover part of it: the Surviving Spouse Guide for how the certificate is filled in, the Top 10 Tips for the plates and the release of liability, and section 49-526 for the deadline.

Who has to sign

You, on the seller's signature line	Your signature, in the seller's section on the certificate itself. No notary, no witness, no appointment - Idaho asks for none of the three in an ordinary sale.
Every owner the face names, if AND joins them	Two names joined by AND means two signatures. Joined by OR, any one of you may sign alone. The word printed between the names is the whole rule.
You again, writing the buyer in	The purchaser's section is filled in before the certificate leaves your hands. Section 49-519(6) makes it an offence to sign as assignor without the assignee's name on the document.
You once more, on the price and the date	Both go on the certificate. Get them on there and the title itself becomes the buyer's 72-hour permit and you need no bill of sale at all.
The lienholder, if the face names one	A lender that has been paid notes the discharge on the certificate over its own signature and sends the title to you within thirty days of the payoff.
An attorney-in-fact, only with the paper attached	Somebody signing for you signs as 'your name by their name, POA', and ITD will not issue a title until the authorising document itself has been submitted.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any box: make sure it is titled in your name	Section 49-502(3) will not let a resident pass on a vehicle that is not titled to them, and ITD's fourth tip says it in one line - it is illegal to acquire and resell a vehicle without titling in your name unless you have a dealer's licence. Watch out: If you bought it and never got round to titling it, that is the job to do first, and it is not free: the tip sheet adds that transferring without titling does not relieve you of the tax you owed on your own purchase.
1	YOU	The seller's section	Printed on the certificate itself. Sign on the seller's signature line, and have every owner joined to you by AND sign it too. Watch out: This is the signature nobody has to watch. Idaho asks for no notary here, no witness and no appointment - the only Idaho vehicle forms that need one are the three duplicate-title applications.
2	YOU	The purchaser's section	The buyer's full legal name and address, written in by you before the certificate changes hands. Watch out: Leaving it blank is not a shortcut, it is section 49-519(6): unlawful to sign as assignor without the assignee's name, and equally unlawful for the buyer to be carrying the thing afterwards.
3	YOU	The selling price and the date	The figure you actually took, and the day the car changed hands. Both go on the certificate. Watch out: Write them and you have just saved a document: with the price, the date and your signature on the title, the FAQs say no bill of sale is needed and the title itself works as the buyer's 72-hour permit.
4	YOU	The odometer reading	Whole miles, on the face of the certificate, for anything of model year 2011 or newer. Watch out: It has to be you. Federal rules bar the ITD 3368 power of attorney from making an odometer disclosure, and ITD prints the warning on the form: the seller must disclose mileage on the title itself when transferring.
5	YOU	A bill of sale, ITD 3738	Both of you sign it. It carries the same price, the same mileage and the same date as the certificate. Watch out: The Tax Commission wants an original: the bill of sale establishes the sales price and is the buyer's proof of what they paid, and there is no trade-in allowance in a private Idaho sale to reduce it.
6	YOU	Take the plates and the registration card	Both stay with you under section 49-431(1). Do it before the buyer drives away rather than after. Watch out: Moving the plate to your next vehicle costs \$5.00 and carries the unused registration time across. Restricted Use plates on an ATV, UTV or off-road motorcycle are the exception and stay on the machine.
7	YOU	File the Notice of Release of Liability	Online at DMVonline.ITD.Idaho.gov, or on ITD 3858 with \$3.50 to your county assessor. Five days from delivery. Watch out: Online is both faster and cheaper - the form itself says the notice is processed immediately, and 49-202(5)(c) disappplies the fee for an electronic filing.

#	WHO	BOX	WHAT GOES IN IT
8	BUYER	Then let the buyer's clock run	They have thirty calendar days from delivery to apply for the title at a county assessor's motor vehicle office. Watch out: Their deadline is not yours and the \$20 penalty for missing it is assessed against them, not you. Your protection came from the notice you filed on day five, not from whether they ever turn up.

Six things to settle before the certificate leaves the kitchen table

- **Write the buyer's name in yourself** — An Idaho certificate signed with the transferee blank is an offence for you to sign and an offence for them to hold. There is no version of this that is a favour.
- **Write the true price, to the dollar** — The felony citation is printed on the bill of sale itself, and the Tax Commission can pull a fair market value and compare it against what you wrote.
- **Write the date of sale** — It is the day the buyer's thirty days start, the day your five days start, and the day the 72-hour permit starts. Three clocks hang off one box.
- **Whole miles, and only on a 2011 or newer** — Below that model year Idaho asks for nothing, and inventing a disclosure creates a certification the federal rule never wanted.
- **Do not correct it silently** — If something has to be changed, ITD 3395 is the form that says what was altered and why. An unexplained erasure on title paperwork is what that form exists to answer.
- **Keep the registration card** — Everybody remembers the plates. Section 49-431(1) leaves the registration card with you as well, and handing it over with the car is how a buyer ends up driving on your registration.

IDAHO CERTIFICATE OF TITLE

printed by the department on safety paper — nothing in this band is written at a sale

ISSUED BY ITD — SECTION 49-517(1): PRINTED UPON SAFETY PAPER, IN SUCH FORM AS THE DEPARTMENT SHALL PRESCRIBE

TITLE NUMBER Section 49-504(4): a certificate bearing a title number. It is what every other Idaho form asks for beside the VIN.		DATE ISSUED Named in the same subsection, alongside the title number and the description of the vehicle.	
YEAR	MAKE	MODEL	IDENTIFICATION NO.
REGISTERED OWNER NAME AND ADDRESS JOINED BY "OR" OR BY "AND" — AND THE WORD IS THE RULE Two owners joined by OR: either may sign. Joined by AND: every one of them must. ITD prints that rule in ITD 3369's instructions, and the Surviving Spouse Guide turns on it entirely.		OTHER PERTINENT DATA REBUILT SALVAGE · BONDED TITLE · ISSUED ON STATEMENT OF APPLICANT · THEFT RECOVERY ITD places this one for us: the brand appears here, just below the vehicle description and to the right of the owner information. A clean vehicle prints no brand at all.	
1 LIENHOLDER SECTION NEW LIENHOLDER SECTION · AND THE SPACE PROVIDED FOR A DISCHARGE ITD: to record a lien on an existing Idaho title, the lienholder name and address must be printed in the new lienholder section of the title. Section 49-511(1) is the way back out - the lienholder notes the cancellation or discharge on the certificate in the space provided, over his signature, and delivers the paper title to the owner within thirty days of the payoff. Where the lien is electronic there is no paper at all until it is cleared.			
THE WORD "DUPLICATE TITLE", WHERE THIS IS A REPLACEMENT Section 49-515: a certificate issued in place of one lost, mutilated or illegible has "duplicate title" printed or stamped in ink upon its face - and the original it replaces is dead paper from that moment.			

THE PART THAT IS YOURS

five blocks, in the order ITD's own Surviving Spouse Guide sets them out

ITD does not publish a picture of the certificate and does not publish the order of these blocks on the page. What it does publish is what they are called and what goes in them, and that is what is drawn here — in the order a seller meets them rather than in any claimed position on the document.

2 SELLER'S SECTION SELLER'S SIGNATURE LINE The Surviving Spouse Guide: complete the seller's section of the title and sign on the seller's signature line. No notary, no witness and no appointment — Idaho keeps the notary for the duplicate-title family alone. X _____		YOU
3 PURCHASER'S SECTION NEW OWNER'S FULL LEGAL NAME AND ADDRESS Filled in by you, before the certificate leaves your hands. Section 49-519(6) makes it unlawful to sign as assignor without the name of the assignee — and equally unlawful for anyone to be holding a certificate signed that way.		YOU
4 SELLING PRICE The FAQs call it the space designated on a title. Write it, with the date, and the certificate itself becomes the buyer's 72-hour permit and no bill of sale is needed at all.	YOU	DATE OF SALE Three clocks start here: your five days, the buyer's thirty, and the 72 hours of the permit — which exclude weekends and Idaho legal holidays.
5 ODOMETER READING WHOLE MILES — MODEL YEAR 2011 AND NEWER ONLY Section 49-502(2) exempts a 2010 or older model year, anything over 16,000 lb gross vehicle weight, and anything with no odometer device — and moves the band to twenty model years for transfers after 1 January 2031. ITD 3368 adds the rule that matters here: the seller must disclose mileage on the title itself, never through a power of attorney.		YOU

THE BOTTOM STRIP, AND IT TEARS OFF

the half of an Idaho title most sellers never notice they have

ITD's Top 10 Title & Registration Tips: "The ROL is the bottom tear off portion of your title or can be filed online." The blocks below are the seven things section 49-526(1) requires that statement to carry, which are also the boxes ITD 3858 prints when you file it on a separate sheet instead.

6 NOTICE OF RELEASE OF LIABILITY — TEAR-OFF VIN · VEHICLE DESCRIPTION · NAME OF SELLER · NAME AND ADDRESS OF BUYER · DATE OF SALE · ODOMETER READING · SALES PRICE Five days from delivery under section 49-526(1). \$3.50 on paper under 49-202(2)(a); 49-202(5)(c) disappplies the fee where the transaction is filed electronically. File it and you are not liable for motor vehicle infractions, towing, storage, repair or service charges arising after the vehicle was handed over. X _____		YOU
7 NOTHING FOR A NOTARY, ANYWHERE ON THE DOCUMENT All 24 Idaho forms in this section were searched for the word notarised. It appears on five of them and every one of the five is about replacing a certificate that has gone missing. The assignment itself is signed with nobody watching.		

You write it, in pen Printed by the department ● The certificate's own blocks, in the order you meet them

Block names transcribed from ITD's *Salvage Vehicles* page, its *Surviving Spouse Guide* (ITD 3892), its *Title and Registration FAQs*, its *Top 10 Title & Registration Tips*, its *Vehicle Titles* page and ITD 3858, together with sections 49-502, 49-504, 49-511, 49-515, 49-517, 49-519 and 49-526 of the Idaho Code - the Idaho Transportation Department publishes no specimen of its certificate of title, and no colour, proportion, safety printing or page layout of the real document is reproduced here

**\$3.50 Fee**

Notice of Release of Liability

Idaho Transportation Department

\$3.50 Fee
 ITD 3858 (Rev 10/23)
 Supply #01-968310-1
 dmv.idaho.gov

WAIT! GO ONLINE! Instead of completing this form, submit your Notice of Release of Liability online at DMVonline.ITD.Idaho.gov, and your notice will be processed immediately!

Do Not Mail Cash (See instructions under Titled Owner)

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. According to Section 49-526, Idaho Code, you may also do the following within five (5) days of delivery to the purchaser:

- Fill out the top of this form;
- Attach a check or money order for THREE DOLLARS and FIFTY CENTS (\$3.50) made payable to the DMV.
- Mail or return this form and payment to your local county assessor motor vehicle department. **See addresses on back.**

If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

Instructions

1. This form is for registered owner transfers only. Do not submit when only recording, releasing, or changing lienholders.
2. Enter the vehicle description.
3. Print the full legal name(s) of the seller(s), and the sellers Driver's License number or SSN.
4. Print the physical address of the seller(s).
5. Enter the odometer reading at the time of sale.
6. Enter the selling price.
7. Enter the date you delivered the described vehicle.
8. Enter the purchaser(s)' full legal name(s), Driver's License number, and physical address.
9. Sign your name and add the date you signed in the appropriate space.
10. If you are signing for a business, print your title, the business name, and the businesses EIN.

This form may be used to provide the information required for a Release of Liability, which may protect you from liability for death or injury, property damage, motor vehicle infractions, towing, storage, repair or service charges involving the vehicle that may occur after delivery of the vehicle to the purchaser.

Please print the following information clearly.

Vehicle Identification Number (VIN)	Year	Make	Body Style	Title Number	Tag Number (ITD Use Only)
4S4BSANC5G3241097	2016	Subaru	Wagon	1740926358	T

Seller's Full Legal Name Waverly J. Kittleson Driver's License Number or SSN KI492817T Physical Address 812 N Boyer Ave City Sandpoint State ID Zip 83864 Odometer Reading 118,540 Selling Price \$ 13,400.00	Purchaser's Full Legal Name Harlan P. Amsberry Driver's License Number AM613048R Physical Address 4427 W Malad St City Boise State ID Zip 83705 Date Vehicle Delivered to Purchaser(s) 08/11/2026
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***Note: Remove your vehicle license plates upon sale or transfer! You may transfer the plates through a DMV office to another vehicle you own.**

I hereby request that the Idaho Transportation Department mark its motor vehicle records to indicate that I have transferred the vehicle described above under the provisions of Section 49-526, Idaho Code, which addresses vehicle transfers. However, I understand that the motor vehicle record will remain in my name until a new Idaho Certificate of Title is applied for and issued recording the name of the new owner. I also understand that it is unlawful to knowingly file a release of liability which contains false information.

Seller(s) Signature X _____

Date 08/14/2026