



ELMORE COUNTY ASSESSOR

DEPT OF MOTOR VEHICLES
150 SOUTH 4TH EAST, SUITE 2
MOUNTAIN HOME, IDAHO 83647
Phone (208) 587-2130 Ext. 6504
Fax (208) 587-1884

Josh Dison, Assessor
Joseph Spinazzolo, Chief Deputy

Darcy Parkhill, Supervisor
Ext. 1226

Lienholder Information

Date: _____

Name (Business) _____ Fax: _____

Account or Loan number: _____

Loan Origination Date (to be completed by Lien Holder): _____

Vehicle Information

Vehicle Year: _____ Make: _____ Model: _____

Vehicle Identification Number: _____

Applicant Information

Name: _____ 2nd Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Customer Signature: _____ Phone _____

An application has been made by your client named above to title and register their vehicle in Idaho. The applicant has stated you are holding the title as the lienholder. The State of Idaho requires that the out-of-state certificate of title be surrendered before titling and registration can be completed. If you have an electronic lien, please request a paper title for your state so that we may assist your customer. Please submit the **ACTUAL TITLE** and a **PHOTOCOPY** of this letter to the address shown above so that we may notify your client. The new Idaho title will in turn be mailed to you or filed electronically after issuance. Your client will NOT be able to obtain a permanent registration in Idaho until the title you are holding is submitted.

*****NOTE:** If the applicant's vehicle is a leased vehicle, please provide the Lessor's Idaho Sales Permit #. As of July 1, 2009, all registrations and titles are required to have each owner's Idaho DL#, EIN#, ITIN#, or SS# per SSB 1053aa by the Idaho Legislature.

Sincerely,

Elmore County Motor Vehicle Department