



## ELMORE COUNTY ASSESSOR

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

Josh Dison, Assessor  
Terry Hughes, 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*