

Title Application Form 3337 Instructions

Instructions on how to fill out the “*Application for Certificate of Title*” (ITD Form 3337).

Important Items to Remember

- A. Reference page 2 of ITD Form 3337 for additional instructions regarding special document features, intended use, who should use this form, and additional notes regarding each section.
- B. **Corrections** – If information needs to be corrected on the actual application:
- place a line through the incorrect information;
 - enter the correct information; and
 - the correction **must** be initialed.

Section 1 - Vehicle / Vessel Description

1. **Previous Idaho Title No.** - Enter the IDAHO title number exactly as it appears on the title. Otherwise leave blank.
2. **1st Vehicle or Hull Identification No.** - Enter the Vehicle Identification Number (VIN) or Hull Identification Number (HIN). Motorhomes enter the **chassis** VIN here.
3. **2nd VIN, if Assigned** - Enter the second vehicle VIN, if applicable.
 - a. Motorhome **coach** VIN
 - b. Second VIN on a double-wide manufactured home, or
 - c. an assembled vehicle
4. Enter the model year assigned by the manufacturer.
 - a. Motor homes use the model year assigned to the **coach** portion of the vehicle.



5. Enter the vehicle make/manufacturer (i.e. Chevrolet, Ford, Toyota, Yamaha, etc.)
6. Enter the vehicle body type. For example: two-door, four-door, pickup, motorbike, motorcycle, etc.
 - a. For boats, use the assigned codes:
 - i. **BC** = Cabin Boat
 - ii. **BH** = House Boat
 - iii. **BO** = Open Boat
 - iv. **IB** = Inflatable Boat
 - v. **OT** = Other Boat, not listed
 - vi. **PB** = Pontoon Boat
 - vii. **PW** = Personal Watercraft (i.e. Sea-Doo, Jet Ski, Wave Runner, etc.)
 - viii. **SB** = Sail Boat
 - b. If there is no FMVSS sticker on a motorcycle, then it is 'off-road' only and must be given a body code of motorbike (MB).
7. Enter the vehicle's model name. (i.e. Corolla, Focus, Escape, Silverado, F-150, etc.)
8. Enter additional descriptive information (i.e. ATV, Motorcycle, UTV, etc.)
 - a. **Motorhomes** – Must enter Class Type:
 - i. **Class A**
 - ii. **Class B**
 - iii. **Class C**
 - iv. **MH CONV** = Bus converted to a motorhome.



b. **Boats** – Must enter Engine Drive Type:

- i. **IN** = Inboard
- ii. **OB** = Outboard
- iii. **OT** = Other
- iv. **PD** = Pod Drive
- v. **SD** = Stern Drive

9. Enter the vehicle color. If the vehicle is two-toned, enter both colors.

10. Fuel type is required for all **trucks**. Enter the first letter of the fuel type.

- a. **P**ropane,
- b. **D**iesel,
- c. **G**as,
- d. **E**lectrical, and
- e. **S**pecial

11. Wheel Base is required for all ATVs and UTVs.

12. Enter the weight here.

- a. Enter the **actual** weight for trailers, ATVs and UTVs.
- b. Enter the **gross** weight for trucks. (Do **not** enter 1T, 3/4T and 1/2T in this field.)

13. Enter the length for all trailers, boats and motor homes.

14. Enter the width for all trailers, ATV's and UTV's.



15. Enter boat hull material here. Use the assigned codes:

- a. **AL** = Aluminum
- b. **OT** = Other Material
- c. **PL** = Fiberglass
- d. **PS** = Plastic
- e. **RV** =Rubber / Vinyl / Canvas
- f. **ST** = Steel
- g. **WD** = Wood

16. Enter boat horsepower here.

17. Enter boat propulsion here.

- a. **AT** = Air Thrust
- b. **OT** = Other
- c. **PR** = Propeller
- d. **SA** = Sail
- e. **WJ** = Water Jet

18. Enter the odometer number here. Do not enter 10ths. If no odometer, leave blank.

- a. Place a checkmark in the appropriate box.

19. For Odometer Status, check the appropriate box:

- a. **ACTUAL**: vehicle is less than 10 years old and the number indicated reflects the actual number of miles the vehicle has traveled.
 - i. **ACTUAL** cannot be checked, if the previous odometer status was noted as anything other than **ACTUAL**.
- b. **IN EXCESS**: vehicle's odometer is 5 digits long and is showing an **E** at the end of the miles shown. The E means that the odometer is showing mileage over 100,000 (or multiples of 100,000).



- c. **NOT ACTUAL:** Odometer is/has been broken. Miles shown are not accurate.
- d. **NO DEVICE:** No odometer.
- e. **EXEMPT:** Vehicle is older than 10 years old.

20. Enter the odometer reading date for the following statuses: **ACTUAL, IN EXCESS, NOT ACTUAL.**

21. Enter the previous state abbreviation, **if** the current title is from another state.

22. Place a checkmark in the appropriate box, **if** the previous state has branded the vehicle.

- a. If selecting the OTHER checkbox, list how the vehicle is branded (i.e. recovered theft).

23. Enter the previous state's title number here.

- a. For California titles, the title number is the control number (bottom right corner of title), the number typically starts with 'CA'.

Section 2 - Purchaser – Owner

24. Owner #1 Full Legal Name or Business Name

- a. For individuals, enter the full legal name (LAST, FIRST, MIDDLE SUFFIX).
 - i. Do not use titles, such as Mrs., Dr., or military rank.
 - ii. If titled by an individual "Doing Business As (DBA)", list the individual's name as instructed above. The DBA business name should be entered in the "OWNER #2" field below.

25. Owner #1 Driver's License Number or SSN / EIN if business

- a. Enter IDAHO Driver's License or Identification Card number.
- b. If not applicable, enter the Social Security Number.



- c. If the business is a **Corporation, Company** or a **Trust** list the Employer Identification Number (EIN).

i. Non-interest bearing Trusts may sign Certification of No EIN (ITD 3823).

1. Write "ITD3823" in EIN box and submit the form along with the ITD Form 3337.

26. Owner #1 Additional Designations – Check, if applicable

- a. **OR** – To designate that the signature of any owner is allowed to transfer the title.
- b. **AND** – To designate a second owner and that the signatures of both parties are required to transfer the title.
- c. **LSR** (Lessor) - If the vehicle is a leased vehicle.
- d. **DBA** - If the vehicle is being titled by an individual "Doing Business As" a given business name
- i. Enter the DBA business name in the "OWNER #2" fields.

27. Owner #2 Full Legal Name or Business Name

- a. For individuals, enter the full legal name (LAST, FIRST, MIDDLE SUFFIX).
- i. Do not use titles, such as Mrs., Dr., or military rank.
- ii. If titled by an individual "Doing Business As (DBA)", list the individual's name as instructed above. The DBA business name should be entered in the "OWNER #3" field below.
- b. If the vehicle is leased, enter the lessee's name.

28. Owner #2 Driver's License Number or SSN / EIN if business

- a. Enter IDAHO Driver's License or Identification Card number.
- b. If not applicable, enter the Social Security Number.



- c. If the business is a **Corporation, Company** or a **Trust** list the Employer Identification Number (EIN).
 - i. Non-interest bearing Trusts may sign Certification of No EIN (ITD 3823).
 - 1. Write "ITD3823" in EIN box and submit the form along with the ITD Form 3337.

29. Owner #2 Additional Designations

- a. **OR** – To designate that the signature of any owner party is allowed to transfer the title AND there is an Owner #3.
- b. **AND** – To designate a third owner and that the signatures of Owner #2 and Owner #3 are required to transfer the title.
- c. **LSE** (Lessee) - If the vehicle is a leased vehicle.
 - i. If a vehicle is co-leased, select OR for Owner #1 and LSE (Lessee) after the second name.
- d. **DBA** - If the vehicle is co-owned by an individual "Doing Business As" a given business name
 - i. Enter the DBA business name in the "OWNER #3" fields.

30. Owner #3 Full Legal Name or Business Name - Use same instructions as Owner #2 above.

31. Owner #3 Driver's License Number or SSN / EIN if business - Use same instructions as Owner #2 above.

32. Owner #3 Additional Designations - Use same instructions as Owner #2 above.

33. Owner's Legal Physical Address – Enter the legal physical address, including city, state and zip code of Owner #1, individual or lessor.

34. Mailing Address – Enter the mailing address, including city, state and zip code of Owner #1, if different from the Owner's physical address above.



Section 3 – Lienholder

35. **Primary Lienholder Name** – Enter the primary lienholder's name exactly as it should to appear on the title.
36. **Primary Lienholder Mailing Address** – Enter the primary lienholder's mailing address, including city, state and zip code exactly as it should appear on the title.
37. **Secondary Lienholder Name** – Enter the secondary lienholder's name exactly as it should appear on the title.
38. **Secondary Lienholder Mailing Address** – Enter the secondary lienholder's mailing address, including city, state and zip code exactly as it should appear on the title.

Section 4 – Sale Information

39. **Idaho Seller's Permit No.** - The Idaho seller's permit number under which taxes are collected must be entered.
40. **Purchase Date** – Enter the date vehicle/vessel was purchased by the customer.
41. **Type of Sale** – Check the appropriate box(es).
- a. **Tax Exempt Sale** – Check, if applicable. Enter the sales tax exemption form number used, enclose form with application package.
42. **Gross Sale Price** – Total sales price before deductions.
43. **Net Idaho Sales Tax Due** – Enter the net Idaho sales tax due.
- a. Exception: New mobile homes are calculated by multiplying the current rate by 55% of the net sales price.
44. **Net Idaho Sales Tax Collected** – Enter the net Idaho sales tax collected at the time of sale.



Dealer Sales Additional Information

45. **Qualifying Rebates** (Motor Vehicles Only) – New vehicles, enter any rebate given by the dealer or manufacturer.
46. **Trade-In Allowance** - List amount allowed on any trade-ins. (Applies to dealer sales only.)
47. **Adjusted Gross Sales Price** – Gross taxable sales price total minus any rebates or trade-in allowance(s).

Trade-In Information (For Tax Purposes, Trade-Ins Allowed on Dealer Retail Sales Only)

48. **Trade-In Information**, if applicable. Enter the trade-in vehicle/vessel's model year, make, body type, model and VIN / HIN.

Section 5 – Agency / Dealer Information

49. **Agency/Dealer Name** - Enter the trade name of the agency or dealership as it appears on the agency/dealer license.
50. **Authorized Representative's Name Printed** – Enter the authorized representative's name that will be signing the application.
51. **Title of Authorized Representative** – Enter the job title of the authorized representative.
52. **Agency/Dealer Address** - Enter the address, including city, state and zip code as it appears on the agency/dealer license.
53. **Phone No.** – Enter the agency/dealer phone number.
54. **Fax No.** – Enter the agency/dealer fax number.
55. **E-Mail Address** – Enter the agency/dealer email address.



56. Inspection Certification Statement – The authorized representative must place a checkmark in the checkbox.

- a. This statement certifies:
 - i. the agency/out-of-state dealership is registered by the state of Idaho,
 - ii. the agency/out-of-state dealership is authorized to physically inspect the vehicle/vessel, and
 - iii. the authorized representative has physically inspected the VIN / HIN.

57. Authorized Signature (for Agency/Dealer Representative) - The authorized representative must sign here.

- a. This signature certifies that:
 - i. the information on the application is correct,
 - ii. the signatory has identified the applicant(s) and witnessed the signatures of the person(s) signing the application,
 - iii. the agency/dealer releases all interest in this vehicle/vessel, unless listed as a lienholder or owner in Sections 2 or 3.

58. Date (of Authorized Representative's Signature) – Enter the date this document is signed.

Section 6 – Fees Paid (Check or Credit Card only)

59. Title Fee – Enter checkmark in the box. (Fee is automatically entered.)

60. Sales Tax - Enter checkmark in the box, if applicable. Enter appropriate Sales Tax amount.

61. Rush Fee (optional) - Enter checkmark in the box, if applicable. If selected, enter \$26.00
Rush Fee.

62. Total Fees – Add the fees for each item checked above.



63. **Credit Card** – If paying by credit card, enter the credit card information used to pay the calculated Total Fees amount. Leave blank if paying by check.
- Credit Card** brand: Check the appropriate credit card to be charged.
 - Card Number** – Enter the Credit Card number.
 - Print Name** – Enter the name as shown on the front of the card.
 - Expiration Date** – Enter the Expiration Date on the card.
 - Security Code** – Enter the three digit Security Code (or CVI) located on the back of the card.

Section 7 – Signature(s)

64. **Applicant Signature** – The applicant signs here, exactly as the name appears above in Section 2 for Owner #1.
- The applicant must read the certification statement and verify all the information on the application is correct, before signing.
 - The applicant certifies the vehicle/vessel is owned by the owner(s) and will not be the subject of a lien prior to receipt of the title, unless indicated in Section 3.
 - If the applicant is a business, the business name should appear with the signature and the title of the person who has signed.
65. **Applicant Daytime Phone Number** – Applicant enters a daytime telephone number.
66. **Date of Applicant Signature** – The person signing the application enters the current date.
67. **Co-Applicant Signature** – The co-applicant signs here, exactly as it appears above in Section 2 for Owner #2.
- If multiple individuals are recorded on the title using the '**AND**' designation, the signatures of all parties must be recorded on the application.
68. **Co-Applicant Daytime Phone Number** – Co-applicant enters a daytime telephone number.



69. **Date of Co-Applicant Signature** – The co-applicant signing the application enters the current date next to the signature.

Final steps to completing the transaction, when the form is complete:

1. **Review Instructions on page 2 of application** – Confirm all additional requirements have been completed. Failure to complete any requirements noted will result in the application being returned.
2. **Original Application** – Make copies of all documentation for your records, then forward the original application, previous title, and all associated documents to either the Ada County Processing Center (address on page 2 of application) or the applicant's local Idaho DMV office (dmv.idaho.gov, Registration/Titles tab).

If you need additional assistance, please contact the Titles unit at (208) 334-8663.

