



**ADA COUNTY  
ASSESSOR**

**REBECCA W. ARNOLD**  
www.adacounty.id.gov/assessor

190 E Front St.  
Ste. 107  
Boise, ID 83702

Phone (208) 287-7200  
Fax (208) 287-7209

\_\_\_\_\_ Date

\_\_\_\_\_  
**TO:** Lien holder

\_\_\_\_\_  
Lien holder Mailing Address

\_\_\_\_\_  
Lessor EIN# (mandatory if leased)

\_\_\_\_\_  
Lien holder City, State      Zip

\_\_\_\_\_  
Account or Loan Number

\_\_\_\_\_  
**RE:** Applicant

\_\_\_\_\_  
Vehicle Year      Make      Model

\_\_\_\_\_  
Applicant's Street Address

\_\_\_\_\_  
Vehicle Identification Number

\_\_\_\_\_  
Applicant's City, State      Zip

\_\_\_\_\_  
Applicant's Daytime Phone #

An application has been made by your client(s) named above to title and register their vehicle in Idaho. The applicant has stated that you are holding the current vehicle title, as lien holder. 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 title, please request a paper title from your state, so that we may assist your customer.

Please submit the title and a photocopy of this letter to the address shown below. ***If your lien is still active, it will be recorded on the Idaho title, which will in turn be mailed to you after issuance.*** If your lien is no longer active, please release the lien on the title and surrender it to this office.

Your client will not be able to obtain a permanent registration in Idaho until the title you are holding is submitted.

Sincerely,

Rebecca W. Arnold  
Assessor

By: Deputy Assessor  
Motor Vehicles Department  
190 E Front St. Ste. 107  
Boise, Idaho 83702

\*\* NOTE: If the applicant's vehicle is a leased vehicle, please provide the lessor's Idaho sales permit number