



10769 W State St.
Star, ID 83669

Phone (208) 577-3135
Fax (208) 908-5479

**ADA COUNTY
ASSESSOR**

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

Date

TO: Lien Holder

Lien Holder Mailing Address

Lessor EIN# (mandatory is 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 lien, please request a paper title for 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active, it will be recorded on the Idaho title, which will in turn be mailed to you after issuance.*** If your lien is no longer active, please release the lien on the title and surrender it to this office.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
Department of Motor Vehicles
PO Box 644
10769 W State St (UPS & FedEx Only)
Star, ID 83669

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