



Idaho Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in Idaho. Confirm the latest requirements with the Idaho Transportation Department — Vehicle Services before completing your transaction.

KEY FACTS

State	Idaho
Agency	Idaho Transportation Department — Vehicle Services
Process	See official source
Notary required	Conditional
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	30 days
Last reviewed	May 13, 2026

QUICK REFERENCE

NOTARY Conditional	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION No
------------------------------	------------------------------------	------------------------	-------------------------

IMPORTANT DEADLINES

Within 30 days

Documents must be filed with a county assessor's motor vehicle office within 30 days of transfer (Idaho Code § 49-514). A \$20 late-filing penalty applies.

PRINTABLE CHECKLIST

Buyer checklist

- ☐ **Signed title from seller** **REQUIRED**
The seller must have signed the title over to you. Check that the odometer reading is noted.
- ☐ **Bill of sale** **RECOMMENDED**
Proof of purchase with VIN, price, and both parties' information.
- ☐ **Government-issued photo ID** **REQUIRED**
Required when submitting title transfer paperwork.
- ☐ **Payment for title transfer fees** **REQUIRED**
Fees vary by state. Check your state's official DMV fee schedule.
- ☐ **Proof of insurance** **REQUIRED**
Most states require proof of minimum liability insurance before issuing plates.
- ☐ **Sales tax payment** **CONDITIONAL**
Sales or use tax is typically due when registering the vehicle. Rate and basis vary by state.

Required forms

- ☐ **Signed title from seller** **REQUIRED**
The seller must sign the title over to you. Verify the VIN and odometer reading.
- ☐ **Title transfer application** **REQUIRED**
Form required to apply for a new title in your name. Requirements vary by state.

SPECIAL REQUIREMENTS

Notary: Conditional — Notarization is required when filing a title application by mail. Filing in person at a county assessor's motor vehicle office does not require a notary — a county deputy can witness the signature instead.



Bill of sale: Conditional — A bill of sale (Form ITD 3738) is required unless the seller has entered the sales price directly on the title. The bill of sale also serves as a 72-hour temporary operating permit.

Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old.

Inspection: No — Idaho does not require a seller-provided smog certificate or safety inspection for private-party sales. There is no statewide emissions inspection program.

STEP-BY-STEP PROCESS

- 1 Run a vehicle history report (e.g., CARFAX or NMVTIS) before purchase.
- 2 Verify the seller's name matches the name on the title.
- 3 Ensure the title is free of liens or confirm the lien will be resolved.
- 4 Have the seller sign the title over to you and complete odometer disclosure.
- 5 Obtain a bill of sale from the seller.
- 6 Submit the signed title, application, fees, and proof of insurance to your state DMV.
- 7 Pay any applicable sales tax.

COMMON MISTAKES

- Not verifying that the seller is the titled owner.
- Failing to check for outstanding liens before purchase.
- Missing the deadline to register the vehicle after purchase.
- Not getting a bill of sale.

OFFICIAL SOURCES

Idaho ITD — Vehicle Titles

<https://itd.idaho.gov/dmv/registrations-plates-titles/vehicle-titles/>

Idaho Transportation Department DMV

<https://itd.idaho.gov/dmv/>