

## If I am just renewing a registration, do I need to comply with all the name, number, and address requirements?

Leave your name as it appears on your registration, but provide your Idaho driver's license number, ID card number, ITIN, or your social security number, along with your physical address when renewing an existing registration.



## If I am applying for a title with another person, do I need to provide that person's Idaho driver's license number, ID card number, ITIN, or SSN and full legal name?

Yes, Idaho law now requires this information.

## Do all businesses and trusts have an Employer Identification Number (EIN)?

No, but most do. Single member LLCs and sole proprietorships generally will not have EINs unless they have employees. All other businesses should have an EIN.

Trusts usually have EINs, except for grantor trusts. These are trusts where the grantor (the person who creates the trust and transfers property to the trust) retains certain power over or benefits in the trust, and therefore is taxed on the income as the "owner" of the trust. Other types of trusts that do not produce an income of \$600.00 a year may not have an EIN, either.



## What if I have a trust, a single member LLC, or a sole proprietorship that does not have an EIN?

You may complete a form entitled "Certification of No EIN for a Business, Trust, or Other Entity" (form ITD3823) which is available at any county assessor's motor vehicle office, or at the DMV's website at [dmv.idaho.gov](http://dmv.idaho.gov).

After we have received and recorded this form, the system will generate a customer number for that entity after programming has been completed in 2011. This number should be kept for use in future title and registration transactions.

## Who can I contact if I have questions, or if I would like more information?



Please contact your local county DMV office, or call

**208-334-8663**

to reach an ITD customer service representative.



## PERSONAL INFORMATION REQUIREMENTS for all REGISTRATIONS AND TITLES

**New title and registration requirements became effective July 1, 2009, with the passage of Senate Bill 1053 by the Idaho Legislature.**

Before you can register or title your vehicle, you will need to provide either your Idaho driver's license number, Idaho ID card\* number, or social security number (SSN), or your individual taxpayer identification number (ITIN), along with your full legal name and physical address. If registering or titling a vehicle for a business, you will need your EIN (Employer Identification Number) which is your tax identification number.

\*Idaho ID card issued by a county sheriff's driver's license office.



## FREQUENTLY ASKED QUESTIONS

### PERSONAL INFORMATION REQUIREMENTS

#### Why the new requirements?

The Idaho Transportation Department (ITD) Division of Motor Vehicles (DMV) is working towards a "One Person-One Record" system where all of a person's (or business entity's) title, registration and driver records will be associated with that person (or business) in one master record. The common tie will be a number - the Idaho driver's license number or ID card number, SSN or ITIN for individuals, or the EIN for businesses. This system will also help DMV comply with a state law that will require identification of all of a person's registrations. Because some individuals share the same name, and someone may have used several names or name variations on his/her registrations, it will be impossible to sort and identify all of his/her records unless there is a customer number on each record.



**ONE PERSON  
ONE RECORD**

#### How does this benefit me?

**MORE CONVENIENCE:** When DMV's "One Person-One Record" system is operational and you move to a new address, you will only have to report the address change one time to update all of your driver and vehicle records. (Remember - you are required by law to notify the DMV within 30 days of changing your address.) The current system requires you to update each record separately. If you forget to update a record, you may not receive your renewal notice.



#### **LESS STRESS OR CONFUSION:**

When legal or administrative action is taken against someone with the same or a similar name as yours, it is less likely you will be contacted with bad news by mistake.



#### What can I show to verify my full legal name?

A number of identification documents can be used for this purpose, including:

- Idaho driver's license or ID card
- A driver's license issued by another state or country
- An original naturalization/citizenship document
- An original or certified copy of your U.S. birth certificate
- A U.S. military photo ID card
- Your passport
- A U.S. visa
- An Idaho concealed weapons permit
- An FAA pilot's license with photo
- A Veteran's Universal Access card with photo
- A Native American ID card with photo
- An Immigration/Naturalization card from the Dept. of Homeland Security

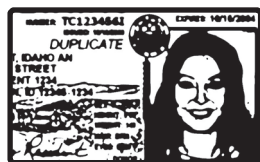
#### Which address should I provide if I have several?

Provide the address that you consider your home - the place that you plan to return and remain. Do not provide your workplace, vacation, or part-time residence address.



#### If I have an Idaho driver's license or ID card, do I also have to provide my SSN?

No. If you have provided your Idaho driver's license number or ID card number, there is no need to provide your SSN. If you do not have your driver's license or ID card with you, the county may be able to look it up. You may choose to provide your SSN instead, but you will need to provide other documentation to verify your full legal name (see above).



#### If I don't have an Idaho driver's license or ID card, but I have an SSN, do I need to show my Social Security card? Can I just provide the number?



If you have a driver's license or ID card issued by another state, you may simply provide your SSN and the DMV will enter it on your title or registration record. If you do not have a driver's license or ID card issued

by another state, you will need to bring your social security card for verification along with another form of acceptable legal identification for legal name verification (see list).

#### What if I don't have an Idaho driver's license, Idaho ID card, or an SSN?

If you have an ITIN, bring your ITIN card or a copy of the letter from the IRS that shows this number was assigned to you, along with other documentation to verify your full legal name (see list). Otherwise, you will need a letter from the Social Security Administration indicating that you have no SSN, together with other documentation to verify your full legal name (see list). There are three exceptions - if you are a foreign visitor, a foreign student, or in a foreign military, you may show your passport and state that you are here on a student or visitor's visa, or are in a foreign military in lieu of providing the letter from the Social Security Administration. The letter is required in all other situations.

#### The Social Security Administration gave me a letter that indicates I have no SSN. What happens now?

Provided you have met legal identification requirements for proving your full legal name as well as other documentation and fee requirements for your transaction, the county will proceed with processing your title or registration. When programming has been completed in 2011, the system will then generate a customer number for you, and you will need to keep this number for future title or registration transactions.

