

## Salvage Vehicle Affidavit

**Instructions:** Complete all sections of this form, then send one copy to the vehicle owner and one to the Idaho Transportation Department, by email at [dmvtitles@itd.idaho.gov](mailto:dmvtitles@itd.idaho.gov) or by mail at:

Idaho Transportation Department  
 ATTN: Vehicle Services – Titles  
 PO Box 7129  
 Boise, ID 83703

Insurance Company Information			
Insurance Company Name			Date
Street Address	City	State	Zip Code

Vehicle Owner Information			
Vehicle Owner Name			Date
Street Address	City	State	Zip Code

Vehicle Information			
Vehicle Identification Number (VIN)	Year	Make	Model
Insurance Claim Number		Date of Loss	

**Check the Appropriate Statement:**

- Owner retained salvage**  
The vehicle is declared a total loss; the owner retains the salvaged vehicle.
- Totaled out of state (vehicle not returning to Idaho)**  
The vehicle is declared a total loss; the loss occurred in the state of \_\_\_\_\_ and the vehicle is to remain there.
- Declared total loss in error**  
The vehicle was declared a total loss in error; please remove the salvage declaration from your records.

**Additional Information for owner retained salvage:**

In the case that the vehicle was declared a total loss and the owner elects to keep the vehicle, a salvage title certificate must be applied for within thirty days of the date the claim was satisfied. Your county DMV office can assist in complying with this requirement.

Claim Representative Printed Name	Claim Representative Telephone number
Claim Representative Signature	

## Sample Letter to Vehicle Owner

This format can be used to notify the vehicle owner of the insurance company's salvage declaration to ITD, and remind the owner to obtain a salvage certificate.

[Insert your company's letterhead]

[Date]

[Name of Owner]

[Street Address of Owner]

[City], [State] [Zip code]

Dear [Name of Owner],

Enclosed is a copy of a letter sent to the Idaho Transportation Department, notifying them that your [Vehicle Year] [Vehicle Make] [Vehicle Model] has received sufficient damage to be declared a total loss. You will now be required to obtain a salvage certificate of title for this vehicle from the DMV.

**Idaho Code 49-524(9)** states: "If an insurer has allowed the owner to retain ownership of the salvage vehicle, the owner must surrender the certificate of title for such vehicle to the department not later than thirty (30) days from the date that the claim was satisfied. The insurer must notify the department of a total loss payoff within thirty (30) days. The department shall issue a salvage certificate of title to the owner prior to any sale or disposition of the salvage vehicle."

Failure to surrender the title to the Idaho Transportation Department, or sale of the vehicle without informing the buyer that the vehicle has been totaled, may be punishable by up to six (6) months in jail, a fine of \$1,000, or both.

Your local county DMV office will help you comply with these requirements.

Sincerely,

[Insert Signature]

[Name]

**Enclosures:** [List Enclosures]