

# Canyon County Assessor

**Brian R.  
Stender**

Assessor

## Division of Motor Vehicles

6107 Graye Ln. Ste. A  
Caldwell, Idaho 83607

Phone (208) 455-6020 ~ Fax (208) 455-6019  
[mv@canyonco.org](mailto:mv@canyonco.org)

**Joseph R.  
Cox**

Chief Deputy

Updated April 7<sup>th</sup>, 2020

**\*\*\*During the Idaho Mandated - State Wide Stay Home Order as well as Social Distancing considerations we have outlined a process that still allows our office to service the community in this difficult time.\*\*\***

## **Process for Newly Purchased Vehicle from a Private Party with Out of State Title**

Please **fax (208-455-6019)** or **email ([mv@canyonco.org](mailto:mv@canyonco.org))** a picture of the following items to our office.

- Front and Back of the Title, if the Dealer provided one to you
- Purchase Order / Bill of Sale
- Vehicle Identification Number (VIN) Inspection
  - \*\*If you do not have a VIN Inspection, you will need to include a picture of the VIN number, this number can be found on the dashboard, specifically, where your dashboard meets the edge of the windshield on the driver's side. The VIN is fixed to a metal plate and visible from the outside looking into the vehicle.
- Your Idaho issued identification number or Driver License number
  - \*\*If you do not have an Idaho issued ID card and/or Driver's License we will need a picture of the state issued identification you have. In the absence of the Idaho issued Identification and or Driver's License you will also be required to provide your Social Security Number\*\*
- Include your telephone number when submitting the required document so we may contact you with questions and/or to collect payment.
- Your new plates and/or Conditional Registration will be mailed to you.

\*\*Please note this is a Conditional Registration. You must submit the title to our office to complete the process. If this is not completed, we will not be able to renew your registration when it expires\*\*

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Caldwell  
Melba  
Nampa

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Middleton  
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Parma

Wilder

\*\*\* We are accepting debit or credit cards as well as electronic check payments over the phone. The fee associated with debit or credit cards is \$2.00 or 2.75% whichever is greater. For electronic check payment there is a flat fee of \$2.00\*\*\*

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