



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**



**IDAHO EMS ACCOUNT III DEDICATED GRANTS PROGRAM  
VEHICLE TITLE LIEN RELEASE**

**GUIDELINES**

In accordance with Idaho Statute, Title 56, Chapter 10 and with the grant contract your agency has with the Department of Health and Welfare, there are specific requirements your agency must follow when requesting a lien release on the vehicle you received from the EMS Account III Dedicated Grant program. Your agency is expected to follow the guidelines below when applying for the lien release of the vehicle you received.

1. Lien Sign Off may occur 5 years after the contract date (June 1 of the award year).
2. Vehicles that have not had the lien released remain under our jurisdiction and can be repossessed by us if your agency surrenders its license. You may not sell or otherwise dispose of the vehicle until the lien is released by us.
3. The original license is in your possession or the city or county you named as the owner.
4. If you can't locate the title, go to your local DMV and request a replacement. We do not retain original vehicle titles.
5. Go to the ITD website and search for a vehicle lien release form or follow this link: [itd.idaho.gov/dmv/vehicleservices/documents/3726.pdf](http://itd.idaho.gov/dmv/vehicleservices/documents/3726.pdf).
6. Follow the instructions for completing the form and mail it to:  
Bureau of EMS and Preparedness  
2224 E. Old Penitentiary Road  
Boise, ID 83712-8249
7. The lien request will be signed and returned to you.
8. Go to your local DMV and retitle the vehicle.
9. The vehicle now belongs to you and the Bureau has no further rights or responsibility with regard to this vehicle.