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 obtaining a title for the granted vehicle. Your agency is expected to follow the guidelines below when applying for the title.

1. The vehicle must be titled within 30 days of receipt of the vehicle.
2. The “Owner” is the title holder you listed on your grant application.
   a. Owner #1 box must be a city or county name.
   b. “Mailing Address if Different from Physical Address” Box should be filled in with the address of the city or county named as Owner #1.
3. The “First Lienholder” must be “Department of Health and Welfare, Bureau of EMS & Preparedness, PO Box 83720, Boise, ID 83720-0036.”

The title should go directly to the Bureau of EMS & Preparedness. If you receive the original, you have not listed the lienholder correctly and it must be reissued.

EXAMPLES

County or City: