First simplify each radical. Then, if the radicands and the indices are the same, you have like terms. Combine them just as you would combine $2a - a$.

$$\sqrt{12} - \sqrt{3} = \sqrt{4 \cdot 3} - \sqrt{3} = \sqrt{4} \cdot \sqrt{3} - \sqrt{3} = 2\sqrt{3} - 1\sqrt{3} = \sqrt{3}$$