



The Honorable Maryellen O'Shaughnessy
Franklin County Clerk of Courts

Auto Title Administrative Offices
45 Great Southern Boulevard
Columbus, Ohio 43207
(614) 525-3090

Welcome to Ohio!

**Instructions for Transferring Your Out-of-State Title with a
Lien or Lease to an Ohio Title**

1. Complete the attached form letter. This form letter is requesting the lien holder to forward your out-of-state title and other necessary documentation to our office.
2. Mail or fax the form letter to your lien holder.
3. A Customer Service Representative will contact you by phone when we have received the documents from your lien holder. Please ensure that you include your phone number. They will inform you of the documentation that you will need to bring to our office.
4. After we have received the title from your lien holder or leasing company, you must bring an out-of-state inspection and your driver's license to one of our offices to apply for the Ohio title. A new car dealership or Deputy Registrar will inspect your automobile for you. The inspection entails verification of the year, make, model and serial number of your vehicle.
 - If the title is in two names, both owners must come in to apply for the Ohio title. An owner may authorize another person to apply for a title on their behalf with a notarized power of attorney. Applicable notarization is required on the physical documents. Supporting notary acknowledgment attachments are not acceptable. *Note:* If your car is leased, the party appointed power of attorney from the leasing company must apply for the title.
 - For information regarding Ohio license plates or drivers license, contact the Ohio Bureau of Motor Vehicles at (614) 752-7500 or a Deputy Registrar.

If you have any questions regarding your certificate of title, please contact the Franklin County Clerk of Courts Auto Title Division at **(614) 525-3090**.

Forms, locations and other information are available at www.franklincountyohio.gov/clerk

Dear Lien Holder or Leasing Company:

Your customer has moved to the State of Ohio and is requesting to have their out-of-state title converted to an Ohio Title. In accordance with the Ohio Revised Code the Original Certificate of Title must be sent to our office to begin the transfer process. Please forward the title to:

Franklin County Clerk of Courts - Auto Title Division
Attn: Out-of-State Title Processing
45 Great Southern Boulevard
Columbus, Ohio 43207

Note: If the title is in a Leasing Company's name, our office will need the following in order for your customer to obtain an Ohio title and license plates:

- Your Leasing Permit Number LD# or 99# _____ Federal Tax I.D. # _____
- Two (2) Notarized Power of Attorney's appointing your customer

The original Ohio Certificate of Title will be returned to the Lien Holder or Leasing Co. upon completion.

The information below is to be completed by the Vehicle Owner

Lien Holder or Leasing Company Name: _____
Lien Holder or Leasing Company Address: _____
Owner's Name: _____ Owner's Telephone Number: _____
Owner's Address _____
Vehicle Information:
Year _____ Make _____ Model _____ Body Type _____
Vehicle Identification Number _____

Sincerely,

Maryellen O'Shaughnessy
Clerk of Courts

Please call our dedicated Auto Title line at 614-525-3090 if you have any questions.