

# SELLING?



**Selling your vehicle?  
Let us help make your titling  
experience as quick and efficient as  
possible!**

Service is a key component of the work Auto Title Staff provides our customers. We want to ensure your experience with our office is a positive one. Call our **DEDICATED TITLE HELP LINE**. Talk with one of our customer service professionals. We want your motor vehicle title transfer to be accurate and processed here in Franklin County.

Thank you.

**Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts



## What do I need to do to sell my vehicle?

The seller must complete the assignment of ownership portion on the back of the title including purchase price, buyers information, date of transfer and current mileage in the presence of a deputy clerk or notary public. The deputy clerk or notary public will verify that all fields are properly completed, witness the seller's signature and notarize the document. Once the title is notarized, the seller can present the title to the buyer to finalize the transfer.

## Frequently Asked Questions (FAQs)

- 1. I would like to sell my vehicle however my Ohio title is lost, stolen or destroyed. What do I do?**  
*A duplicate title can be obtained at any of our four Franklin County Title offices. A valid government issued identification is required. Dual ownership requires both parties to be present unless a notarized power of attorney is provided. Title fees apply.*
- 2. I made an error on my Ohio Title. What do I do?**  
*If an error is made, please do not attempt to alter the title, as doing such will void the title. In many instances a seller can correct an error by completing a sworn affidavit of correction; however, some instances require a title to be replaced. Please call our dedicated title help line at (614) 525-3090 and allow us to assist you in addressing this issue.*
- 3. I would like to sell my vehicle, however, I have not converted my out-of-state title to an Ohio title. What do I do?**  
*The title can simply be assigned over to the new owner. Please ensure a purchase price is listed on the title or a separate bill of sale is provided. A valid government issued identification is required. Dual ownership requires both parties to be present unless a notarized power of attorney is provided. Title fees apply. An Out-of-State inspection is required and can be obtained by the buyer or seller at any deputy registrar or new car dealership in Ohio.*

## Need Forms or Have Questions?

Call our **DEDICATED TITLE HELP LINE** at  
(614) 525-3090 or [franklincountyautotitle.com](http://franklincountyautotitle.com).