



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Auto Title Division
45 Great Southern Blvd
Columbus, Ohio 43207
614.525.3090

Appointments

1. Overview

Franklin County Auto Title branches provide in-person motor vehicle titling services to the general public and business services customers.

For faster service, schedule an appointment.

2. Scheduling Your Appointment

a. General Information – Please review **before** scheduling an appointment.

- i. Appointments are scheduled on a first come first serve basis during our normal hours of operations.
- ii. Please Note: A limit of 5 title transactions may be processed during the scheduled appointment.
- iii. Please ensure you use your mobile device telephone number if possible. This information is necessary for our mobile check-in process on your scheduled appointment.
- iv. New Ohio residents seeking to convert their out-of-state title to Ohio should request their current out-of-state title from their lien holder first. Please download our request form by clicking [here](#). Once the title is received by our office, we will contact you to schedule your appointment.
- v. If you are transferring a manufactured or mobile home, please review the Franklin County Auditor's checklist available [here](#) before making an appointment.
- vi. The Franklin County Clerk of Courts reserves the right to modify or cancel any scheduled appointment at any time. In the event your appointment is modified or canceled, a notification will be sent to the e-mail address used at the time of scheduling.

b. Online appointment scheduling is available by clicking [here](#).

3. Preparing for Your Appointment

a. General Information

- i. Review your motor vehicle title documents to ensure documents are completed properly and in its entirety. All documents must be original unless otherwise specified.
- ii. If you are converting your out-of-state title to Ohio, please review our conversion information [here](#).
- iii. Ohio residents transferring an out-of-state title into their name will need to obtain an Out-of-State Vehicle Inspection at an area auto dealer or deputy registrar office. Only Auto Title South branch can perform this inspection at the time of your appointment.
- iv. Valid photo identification is required for all parties.

b. Need to cancel your appointment?

- i. Call our Dedicated Title Help line at (614) 525-3090. Please have your appointment confirmation e-mail available.



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4. Arriving For Your Scheduled Appointment

- a. Customers are asked to arrive within 10 minutes of your scheduled appointment.
- b. To check-in, use our online check-in link found in your appointment confirmation e-mail you received from our office.
- c. **You are welcome to remain in your vehicle.** You will receive a text message or phone call on your mobile device when it is time to enter the branch for service.

5. Need Help with Scheduling?

- a. **Call** our Dedicated Title Help line at (614) 525-3090.
- b. **E-mail** us at autotitle@franklincountyohio.gov.