

# BUYING?



**Buying from a private seller?  
Let us help make your vehicle 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 the seller to do?

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. Upon completion, the seller can present the title to you to finalize the transfer.

## What do I need to know?

- Title transfers must take place within 30-days of the date of transfer otherwise a \$5.00 late fee will be assessed.
- If you choose to have a temporary tag issued, it must be obtained before you transfer the vehicle title into your name. Once an Ohio title is established you will only be able to purchase permanent Ohio license plates.
- Any alterations or omissions may void your title. A sworn affidavit of correction, bill of sale from the seller or a replacement title may be required to properly complete your title transfer.

## What do I need?\*

1. Original Title assigned to the buyer  
*Dual ownership requires both parties to be present unless a notarized power of attorney is provided. Social Security numbers for all parties are required. Photocopies of title are not accepted.*
2. Application for Certificate of Title.
3. A valid government issued drivers license or identification card.
4. An Out-of-State Vehicle Inspection  
*For out-of-state titles only. Inspections can be obtained at any deputy registrar or new car dealership. Fee may apply.*
5. \$15.00 title fee\*\* plus sales tax on purchase price  
*\*\* add \$1.00 fee per notarization and/or \$1.50 for out-of-state transfers. We accept cash, check or credit card payments (with a 3% fee). Please make checks payable to:  
Franklin County Clerk of Courts.*

*\*Additional evidence may be required based on unique titling situations.*

## Where do I go to transfer my title?

Visit one of our four locations in Franklin County:

**North:** 980 Morse Road, Cols., 43229

**East:** 1583 Alum Creek Drive, Cols., 43209

**South:** 45 Great Southern Blvd., Cols., 43207

**West:** 4153 W. Broad Street, Cols., 43228

## Need Forms or Have Questions?

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