

Did somebody say...

# O-H-I-O?



## Welcome to Ohio!

If you recently relocated to Ohio and need to transfer your auto title, let us be your county of choice!

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

Thank you.

Maryellen O'Shaughnessy  
Franklin County Clerk of Courts



## Why do I need an OHIO title?

In order to register your vehicle and obtain license plates in Ohio, your out-of-state title needs to be converted to an Ohio title.

## What do I need to bring?

1. Physical Certificate of Title  
*Dual ownership requires both parties to be present unless a power of attorney is provided. Social Security numbers for all parties are required. Photocopies of title are not accepted.*
2. A valid government issued drivers license or identification card.
3. A BMV Out of State Inspection  
*Inspections available at the Auto Title South branch, any deputy registrar or new car dealership. Inspection fees may apply.*
4. A Lien Release from your lien holder.  
*Only applicable if an open lien exists on your title that has been satisfied.*
5. Two Powers of Attorney from lessor.  
*Lease Transactions Only. Must be an original or certified copy. Please also request your leasing company's federal tax ID and tax exemption numbers (LD# or 99#).*
6. \$16.50 title fee\*  
*\* add \$1.00 fee per notarization. We accept cash, check or credit card payments (with a 3% fee). Please make checks payable to: Franklin County Clerk of Courts.*

## What if my lien holder is holding my title?

Simply complete a transfer request form and send it to your lien holder. Forms and instructions are available at our office or at: [forms.franklincountyautotitle.com](http://forms.franklincountyautotitle.com).

## How do I transfer my title?

1. Visit one of our Franklin County offices:  
*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*
2. Mail your forms and check payment to:\*  
*Franklin County Clerk of Courts  
Auto Title Division  
45 Great Southern Boulevard  
Columbus, OH 43207*

\*Include a stamped, self-addressed envelope for your completed title.

## Need Forms or Have Questions?

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