



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 by appointment only during the COVID-19 pandemic.

2. Scheduling Your Appointment

- a. General Information – Please review **before** scheduling your 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. Appointments must be scheduled a minimum of one hour prior to your requested visit to the auto title branch.
 - iv. 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.
 - v. 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.
 - vi. If you are transferring a manufactured or mobile home, please review the Franklin County Auditor's checklist available [here](#) before making an appointment.
 - vii. 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.



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iv. During the COVID-19 pandemic, access to the title branch is limited to the individuals required to facilitate your title transaction. All other individuals will be asked to wait in your vehicle.

v. 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.

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. **Remain in your vehicle.** You will receive a text message or phone call on your mobile device when you may 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.