

Titling by Mail Checklist

Please Note: These are general requirements and additional documentation may be required upon review.

Transfer of Ohio Title

- If the current Ohio title is a physical title, the title must be submitted with the following completed on the title:
 - Assignment of Ownership (top portion) fully completed, signed by seller(s), and notarized.
 - Buyer's Acknowledgement of Odometer Certification (middle portion) signed by buyer(s).
 - Application for Certificate of Title (bottom portion) fully completed, signed by buyer(s), and notarized.
- If the current Ohio title is electronic, [BMV 3770 Ownership Assignment and Title Application for Casual Sale*](#), may be used:
 - The first page must be fully completed, signed by the seller(s), and notarized.
 - The second page must be fully completed, signed by the buyer(s), and notarized.
 - *The BMV 3770 may be used only for the transfer of a motor vehicle as defined in ORC 4501.01(B).
- Lien discharge on current Ohio title or lien release letter from lienholder, if applicable.
- \$15.00 title fee plus sales tax (based on buyer's county of residence) on purchase price.
 - **Note:** An additional \$5.00 late fee will apply if the title is not applied for within 30 days of assignment.

Transfer of Non-Ohio Title

- Original certificate of title from the other state. If transferring ownership, the assignment must be fully completed, signed, and notarized (if applicable) on the title.
- An Ohio BMV Out-of-State Inspection form, fully completed by the inspecting authority. Inspections are valid for 30 days only.
- Ohio Application for Certificate of Title to a Motor Vehicle fully completed, signed by applicant(s), and notarized.
- Lien discharge on current title or lien release from lienholder, if applicable.
- Applicant's Odometer Statement, if applicable.
- \$16.50 title fee plus sales tax (based on buyer's county of residence) on purchase price.
 - **Note:** An additional \$5.00 late fee will apply if the title is not applied for within 30 days of assignment.

Duplicate/Replacement Ohio Title

- Ohio Application for Certificate of Title to a Motor Vehicle with the *Duplicate/Replacement* section completed in addition to vehicle and owner(s) information. Application must be signed by owner(s) and notarized.
- Current Ohio title (Replacements only) unless the title is held electronically.
- Lien release letter from lienholder, if applicable.
- \$15.00 title fee.

For the following title transactions, please call our dedicated title help line at 614-525-3090:

- Probate, Surviving Spouse, Leases, Court Orders

Mail your forms and make check or money order payable to:

Franklin County Clerk of Courts
Auto Title Division
45 Great Southern Blvd.
Columbus, OH 43207

Please include a stamped, self-addressed return envelope to ensure the title is returned to the correct address.



Need Forms or Have Questions?

Call our dedicated title help line at (614) 525-3090 or visit franklincountyautotitle.com.