

Adding a Beneficiary to Your Ohio Title



How does it work?

An individual who has sole ownership or individuals who have joint ownership with right of survivorship of a motor vehicle, watercraft or outboard motor may designate one or more beneficiaries on their Ohio title. The beneficiary may be an individual, a corporation, an organization, a trust, or another legal entity.

Upon the death of the owner, the beneficiary submits the title, a certified copy of the death certificate and proper identification to apply for a title in their name ([ORC 2131.13](#)).

What do I need to add a beneficiary?

1. Current Ohio title (unless the title is held electronically).
2. A valid government-issued driver's license or identification card
3. The following forms, completed and notarized:
 - a. [Transfer on Death Beneficiary Designation/Removal Affidavit \(BMV 3811\)](#)
 - b. [Application for Certificate of Title](#)

Note: These forms can be obtained and completed in our office. The beneficiary's full name, social security number (or EIN if applicable) and date of birth (for individuals) are required.
4. Payment for the \$15.00 title fee (additional fees may apply).
We accept cash, check or credit card (with a 3% convenience fee).
Make checks payable to: Franklin County Clerk of Courts.

How do I update my title?

Visit franklincountyautotitle.com/schedule to schedule an appointment at one of our four branches:

Auto Title North:

980 Morse Road, Cols., 43229

Auto Title East:

1583 Alum Creek Drive, Cols., 43209

Auto Title South:

45 Great Southern Blvd., Cols., 43207

Auto Title West:

4153 W. Broad Street, Cols., 43228



By Mail: Mail required documents and payment to*:

Franklin County Clerk of Courts

Auto Title Division

45 Great Southern Blvd.

Columbus, OH 43207

* Include a stamped, self-addressed envelope for your completed auto title. Only checks and money orders are accepted via mail.

Need Forms or Have Questions?

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