

Buying a Motor Vehicle from a Private Seller

What do I need the seller to do?

The seller(s) must complete the assignment of ownership portion on the Ohio title, or if the title is an electronic Ohio title, the seller(s) must complete the assignment of ownership on the [BMV 3770 Ownership Assignment and Title Application for Casual Sale*](#).

The assignment must be fully completed by the seller(s). On an Ohio title assignment, the seller(s) must complete the buyer's full name and address, date of transfer, purchase price, and mileage section, and all seller(s) must sign the title in the presence of a deputy clerk or notary public. Once the assignment is fully completed and notarized, the seller can give the title to the buyer to complete the transfer at our office. Any active lien must be cancelled by the lienholder before transfer.



**Restrictions apply with the use of the BMV 3770 form. It cannot be used when the purchaser is not an Ohio resident or the property is not defined as a motor vehicle in [ORC 4501.01\(B\)](#).*

What do I need to know?

- If you want a temporary tag issued for the vehicle, the temporary tag must be obtained by visiting a BMV license agency before you transfer the vehicle title into your name. Once an Ohio title is established in your name, you will only be able to purchase permanent Ohio license plates.
- A \$5.00 late fee will be assessed if your new Ohio title is not applied for within 30 days of the assignment.
- Any alterations or omissions may void the title assignment. An affidavit of correction, bill of sale from the seller, or a replacement title may be required to complete the title transfer.

What do I need?

Note: *Additional evidence may be required.*

1. Current title assigned by the current owner(s) to the buyer(s)
*Joint ownership requires all buyers to sign unless an acceptable power of attorney is provided. Social security numbers for all buyers are required. Photocopies of titles are **not** accepted.*
2. A valid government-issued driver's license or identification card
3. An Ohio BMV Out-of-State Vehicle Inspection form ***For out-of-state titles only.*** *Inspections can be obtained at any Ohio deputy registrar or Ohio new car dealership (fees may apply).*
4. Payment: \$15.00 title fee plus sales tax on purchase price (based on purchaser's county of residence). *(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.*

Where do I go to get 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



Need Forms or Have Questions?

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