

A GUIDEBOOK FOR NOTARIZING OHIO TITLE DOCUMENTS



Franklin County Clerk of Courts

*Prepared and issued as a
public service by the office of*

Maryellen
O'Shaughnessy

Introduction

A Certificate of Title is one of the most notarized documents in the State of Ohio. It is an important legal document, as it officially signifies ownership of a motor vehicle or watercraft vessel.

The following guideline was compiled by the Franklin County Clerk of Courts office and is provided as a courtesy to you.

This booklet serves as a general guideline; it does not cover every specific aspect of notarizing certificates of title. If you have any questions concerning the notarization of titles or title-related documents, please call our Dedicated Title Help Line at (614) 525-3090.

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- ◆ Do not take the acknowledgment on any instrument wherein blanks are left to be filled in later. The legal instrument must be completely prepared before notarization is completed.
- ◆ When selling a vehicle or watercraft, the seller must sign and print their name(s) as it appears on the face of the title.
- ◆ Assignments of ownership must be in the form of legal names:
 - Clifton J. Smith—not CJ Smith
 - Richard L. Jones Jr.—not Dick Jones
- ◆ Do not, under any circumstances, white out or scribble out any errors on the title assignment; this will void the title and a replacement must be issued.
- ◆ If someone signs the back of a title on behalf of a company or other entity, they must state their position within that entity:
 - ABC Trucking Company, John F. Rees, Fleet Mgr.
 - Dixie Candy Corp, Dennis T. Dix, Owner
 - Abel Family Trust, Carol A. Abel, Trustee
- ◆ If the seller or buyer is under 18 years of age, the custodial parent or guardian must fill out a notarized minor consent form (available from the Clerk of Courts Title Office). The minor must bring this consent form—along with the certificate of title—to the Clerk of Courts office, or the parent/guardian must appear in person with the minor at the time of transfer. The guardian must provide the court document indicating that they are the legal guardian of the minor.
- ◆ If you take the acknowledgment from a person appointed as power of attorney, the notarized power of attorney form (available from any of the Clerk of Courts Title Offices, or on our web site) must be surrendered at the time of transfer of ownership.
 - A Durable Power of Attorney is acceptable
 - A Health Care Power of Attorney is not acceptable
- ◆ If you take the acknowledgment from a person appointed by the Court, the Court Order must bear the Judge’s signature and seal, and must be surrendered at the time of transfer of ownership:
 - Court Order appointing Executor, Fiduciary, Guardian, etc.
 - Letter of Authority to Transfer
 - Relief from Administration of Estate

Ohio ORC #4505.02 requires that each applicant must present an official photo identification.

Assignment of an Ohio Title

(Top portion of the back of Title)

1. Vehicle branding - only if applicable
2. Date of sale/delivery
3. Selling price
4. Buyer (s) legal name and address
5. Odometer reading as shown on vehicle
6. Check only one box pertinent to odometer status.
7. Verify minor status (if yes, consent form required)
8. Printed name of seller
9. Signature of seller
10. Address of seller
11. Person(s) name who signed in front of you
12. Notary date, county and state
13. Commission expiration date
14. Printed name of notary
15. Circle which type of notary
16. Signature of notary
17. Notary seal

Application for an Ohio Title

(Bottom portion of the back of Title)

1. Buyer (s) printed name
2. Buyer (s) signature
3. Type of application (check one)
4. Buyer's printed name
5. Buyer's social security number
6. Buyer's address
7. Buyer's county of residence
8. Purchase price
9. Gross Tax (dealer sale only)
10. Vendor discount (dealer sale only)
11. Tax Paid (dealer sale only)
12. Trade in Allowance (dealer sale only)
13. If sale is tax exempt state reason
14. Dealer # (dealer sale only)
15. Vendor # (vendor sale only)
16. Lien holder's name and address (if applicable)
* If no liens the word "None" must be indicated in this field
17. Electronic lien holder's code (if applicable)
18. Condition of vehicle
19. Printed or non-printed title
20. With Rights of Survivorship (optional)
21. Transfer on death (optional)
22. Verify minor status (if yes, consent form required)
23. Buyer's signature
24. Person's name who signed in your presence
25. Notary date, county and state
26. Commission expiration date
27. Printed name of notary
28. Circle type of notary
29. Signature of notary

When a Power of Attorney form is necessary for a Certificate of Title transaction, it must always be notarized.

- ◆ A power of attorney (POA) form must always accompany the title, and becomes part of the permanent title record.
- ◆ A power of attorney form may only be used for one transaction.
 - ▣▶ For instance: if you are transferring a title to someone else, but have lost the original title—one POA is required to obtain a duplicate title. A second, separate POA is required to transfer the title out of the first owner's name.
- ◆ An executor of an estate or trustee cannot give power of attorney to someone else to sign on their behalf.

MARYELLEN O'SHAUGHNESSY
Franklin County Clerk Of Courts
Clerk.FranklinCountyOhio.gov

POWER OF ATTORNEY

Know All Men by These Presents, that the undersigned does hereby make, constitute and appoint

Name _____

Address _____

My true and lawful attorney-in-fact for me and in my name, place and stead, to make and execute the assignment of or application for my Certificate of Title covering the following described motor vehicle, to-wit:

Make _____ Year _____

Serial No. _____

And granting to my said attorney-in-fact full authority to do and perform all and every act and thing whatsoever, requisite, necessary and proper to be done in and about the premises as fully and to all intents and purposes as the undersigned might or could do with full power of substitution and revocation hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

In Witness Whereof, the undersigned has caused his name to be subscribed hereto this _____ day of _____ 20 _____

Social Security # of person giving power of attorney Signature of person giving power of attorney

ACKNOWLEDGMENT

**STATE OF OHIO,
COUNTY OF FRANKLIN} SS**

Before me a Notary Public in and for said County personally appeared

_____, who acknowledged the signing of the foregoing instrument and that such signing is his free act and deed.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal this _____ day of _____ 20 _____.

Notary Public

_____ County, Ohio

My Commission Expires _____

Odometer Statement

- ◆ The seller of a motor vehicle is statutorily required to state the true mileage of the vehicle at the time the title is assigned to the buyer. See feature #5.
- ◆ The first box in feature 6, Actual Mileage, is just as it indicates; it's "Actual" without being in excess of mechanical limits or non-actual a status.
- ◆ The second box in feature 6 is Excess of the Mechanical Limits. Vehicles that display 6-digits on the odometer should not be "in excess" of their mechanical limits. This would make the mileage over a million miles. This would most likely only apply in rare cases for semi-trailers. If applicable, mileage stated as "in excess" of its mechanical limits should only apply to a 5-digit odometer.
- ◆ The third box in feature 6 is Non-Actual/Odometer Discrepancy. If the odometer is broken, inoperable or replaced this box should be checked.

ERASURES AND ALTERATIONS VOID THIS TITLE ASSIGNMENT. (Type or Print in Ink.)

ASSIGNMENT OF OWNERSHIP		<small>This vehicle was a (if applicable): <input type="checkbox"/> Former Law Enforcement Vehicle <input type="checkbox"/> Flood Vehicle <input type="checkbox"/> Former Taxi</small>	
I (we) certify the vehicle/watercraft/outboard motor described in this title was delivered on ____/____/____ for the price of \$ _____ to:			
Buyer Printed Name _____			
Buyer Printed Address _____			
ODOMETER CERTIFICATION		<small>Federal and State laws require that you state the mileage in connection with transfer of ownership. Failure to complete or providing false information may result in fines and/or imprisonment.</small>	
I (we) certify to the best of my (our) knowledge that the odometer now reads _____ miles (no tenths)			
Check one: <input type="checkbox"/> Actual Mileage 6 <input checked="" type="checkbox"/> The Mileage stated is in EXCESS of the Mechanical Limits <input type="checkbox"/> The odometer reading is not the actual Mileage, WARNING Odometer Discrepancy	5 <small>thousands</small>	Seller is a minor <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Minor Consent Form (BMV 3751) Required	
I (we) warrant the title to be free of all liens.			
Seller's Printed Name _____		X Seller's Signature _____	
NOTE TO NOTARY: All Blank spaces (including buyer's name and address) above must be completed before acknowledgement		Seller's Printed Street Address _____	
Notary: Subscribed and sworn to before me by _____		City _____ State _____ Zip _____	
On the _____ day of _____, 20____ in the county of _____ state of _____			
(Notary Seal)			
My commission expires _____ printed name _____		Signature of (circle one) _____	
Clerk, Deputy Clerk of Courts, Notary X			
Warning to buyer and seller. You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment or a fine of up to one thousand dollars or both. All transfers are audited by the Department of Taxation. The seller and buyer must provide any information requested by the Department of Taxation. The buyer may be assessed any additional tax found to be due.			
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER CERTIFICATION			
Buyer Printed Name _____		X Buyer Signature _____	
APPLICATION FOR CERTIFICATE OF TITLE (Type or Print in Ink) <small>Salvage Vehicle cannot be driven until a rebuilt title is issued.</small>			

The following pages contain samples of other title-related forms that may be required to transfer an Ohio Certificate of Title.

If used, these forms must also be completed entirely and notarized.



Got App? We Do!

NOW Available on Android and iOS

AutoTitleNOW.com

Form Samples - Application for Certificate of Title

BATCH _____	<p>MARYELLEN O'SHAUGHNESSY Franklin County Clerk Of Courts Clerk.FranklinCountyOhio.gov</p>	JOB _____			
<p>APPLICATION(S) FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE <i>Type or Print in Ink. This form available electronically at our website.</i></p>					
<p>CHECK TYPE OF APPLICATION(S) Fee of \$5.00 for failure to apply for title within 30 days of assignment.</p>					
Owner's Name _____ SSN/EIN _____					
Owner's Address _____ County: _____ <input type="checkbox"/> COTA <input type="checkbox"/> E-TITLE					
hereby declares under penalty of perjury that he/she is the lawful (owner/purchaser/lienholder) of the following described motor vehicle and hereby makes application(s) for the following:					
YEAR	VIN	MODEL			
BODY TYPE	MAKE	CONVERSION			
CHECK APPROPRIATE BOX BELOW FOR TITLE TYPE(S) DESIRED.					
<input type="checkbox"/> ORIGINAL CERTIFICATE OF TITLE Evidence of ownership _____ <small>MCO, Previous Title No., Registration, etc.</small> Applicant acquired said motor vehicle by (state how acquired) _____ from: Name of Previous Owner _____ Is seller a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No Address of Previous Owner _____ The following is a full statement of all liens on said motor vehicle. <u>If no lien, state "none"</u> . If more than one lien, attach statement of all additional liens. Lienholder _____ Address _____					
PURCHASE PRICE \$	TRADE-IN \$	TAX BASE \$	GROSS TAX DUE \$	VENDOR DISCOUNT \$	NET TAX \$
Tax exemption: <input type="checkbox"/> Yes <input type="checkbox"/> Reason _____			TAX PAID PREVIOUSLY TO STATE OF: \$ _____		
Condition of vehicle (check only one): <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Wrecked					
<input type="checkbox"/> DEALER'S PERMIT NO. _____			<input type="checkbox"/> VENDOR'S NO. _____		
<small>Warning: You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars or both. All transfers are audited by the Department of Taxation. The seller and buyer must provide any information requested by the Department of Taxation. The buyer may be assessed any additional tax found to be due.</small>					
<input type="checkbox"/> DUPLICATE CERTIFICATE OF TITLE Applicant states that Certificate of Title Number _____ has been _____; that said motor vehicle has not been sold or disposed of except as stated below. <small>lost, stolen, destroyed</small> The vehicle is in the possession of _____ residing at _____ and that if said Certificate of Title be hereby recovered by this applicant he will deliver same to the Clerk of Courts for cancellation. The following is a full statement of all liens on said motor vehicle. <u>If no lien state "none"</u> . if more than one lien, attach statement of all additional liens. Lienholder _____ Address _____					
<input type="checkbox"/> REPLACEMENT CERTIFICATE OF TITLE for Certificate of Title Number _____					
<input type="checkbox"/> MEMORANDUM CERTIFICATE OF TITLE for Certificate of Title Number _____					
<input type="checkbox"/> SALVAGE CERTIFICATE OF TITLE - Applicant states that the original Certificate of Title Number _____ has been surrendered to the Clerk of Courts.					
Applicant's signature _____ Is buyer a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Sworn to and subscribed in my presence by _____ this _____ day of _____ 20____.					
(seal) Clerk, Deputy Clerk of Courts - Notary _____					
COC-ATMV-15 (Rev. 1-2016)					



State of Ohio

County of _____ ;SS

MINOR CONSENT FORM
4505.031 O.R.C.

Consent of parent, guardian, or other person having custody for a minor to acquire or dispose of a motor vehicle in a minor's name.

I, _____ hereby certify that I am the (parent, guardian, or other person having custody) of _____ a minor, whose date of birth is _____ and hereby grant consent to said minor to (acquire, dispose of) the following described motor vehicle.

YEAR _____ MFG'S SERIAL # _____
MAKE _____ MODEL _____
BODY TYPE _____

Signature of parent, guardian, or other person having custody

Sworn to and subscribed in my presence on this _____ of _____ . _____ .

Clerk of Deputy Clerk of Courts – Notary Public

My commission expires on _____ .

BMV 3751 6/90

Form Samples – Affidavit for Designation of Beneficiary



OHIO BUREAU OF MOTOR VEHICLES

AFFIDAVIT FOR DESIGNATION OF BENEFICIARY OR BENEFICIARIES BY THE SOLE OWNER FOR A MOTOR VEHICLE, WATERCRAFT OR OUTBOARD MOTOR CERTIFICATE OF TITLE. ORC. 2131.13(A)

I being first duly sworn, state as follows:

I _____ being the sole owner of the vehicle, watercraft or outboard motor described, Year _____ Make _____ VIN/MIN _____ Title Number _____

Do designate this vehicle, watercraft or outboard motor to:

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

Sworn to before me in the State of _____ and county of _____ on this _____ day of _____, 20_____.

X _____
 APPLICANT / OWNER SIGNATURE

X _____ My Commission Expires on _____
 NOTARY / DEPUTY SIGNATURE

BMV 3811 7/02

DO NOT DETACH FROM TITLE
ERASURES & ALTERATIONS VOID THIS STATEMENT
STATE OF OHIO
SELLER'S AFFIDAVIT
ODOMETER READING DISCLOSURE STATEMENT
(TYPE OR PRINT IN INK)

NOTICE TO TRANSFER OR: YOU ARE REQUIRED BY LAW TO ENTER ALL INFORMATION REQUIRED HEREIN INCLUDING THE ODOMETER READING OF THE MOTOR VEHICLE IN THE AFFIDAVIT IMMEDIATELY FOLLOWING. THE MAKING OF A FALSE STATEMENT UNDER OATH OR AFFIRMATION IS IN VIOLATION OF SECTION 2921.13 OF THE REVISED CODE AND IS PUNISHABLE BY SIX MONTHS IMPRISONMENT AND A FINE OF UP TO ONE THOUSAND DOLLARS, OR BOTH.

STATE OF OHIO, _____ COUNTY SS: DATE _____ 20____
YEAR _____ MFR'S SERIAL NO. _____
MAKE _____ MODEL _____
BODY TYPE _____
PURCHASER'S NAME _____

I (we) certify that the mileage registered on this vehicle at the time of assignment is _____ miles.

CHECK ONE OF THE FOLLOWING STATEMENTS. I (WE) CERTIFY THAT:

- To the best of my (our) Knowledge the, Odometer reading reflects the actual mileage;
- The Odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles;
- To the best of my (our) knowledge, the Odometer reading is not the actual mileage and should not be relied upon.

CHECK ONE OF THE FOLLOWING, I (WE) CERTIFY THAT, WHILE IN MY (OUR) POSSESSION:

- The Odometer of this vehicle was not altered, set back, or disconnected;
- The Odometer of this vehicle was repaired or replaced.

X _____
(TRANSFEROR'S SIGNATURE)

Sworn to and subscribed in my presence by _____
this _____ day of _____ 20____.

SEAL

My Commission expires _____ 20____.

(CLERK, DEPUTY CLERK OF COURTS NOTARY)

COC-ATMV-03 (Rev. 6/01)

ERASURES & ALTERATIONS VOID THIS STATEMENT

STATE OF OHIO
APPLICANT'S AFFIDAVIT
ODOMETER READING DISCLOSURE STATEMENT

(TYPE OR PRINT IN INK)

This form available electronically at our website
clerk.franklincountyclerk.gov

NOTICE TO APPLICANT FOR CERTIFICATE OF TITLE: YOU ARE REQUIRED BY LAW TO ENTER ALL INFORMATION REQUIRED HEREIN, INCLUDING THE ODOMETER READING OF THIS MOTOR VEHICLE IN THE AFFIDAVIT IMMEDIATELY FOLLOWING. THE MAKING OF A FALSE STATEMENT UNDER OATH OR AFFIRMATION IS IN VIOLATION OF SECTION 2921.13 OF THE REVISED CODE AND IS PUNISHABLE BY SIX MONTHS IMPRISONMENT AND A FINE OF UP TO ONE THOUSAND DOLLARS, OR BOTH.

STATE OF OHIO, COUNTY SS: DATE 20
YEAR MFR'S SERIAL NO.
MAKE MODEL
BODY TYPE MOTOR NO.
PURCHASER'S NAME

CHECK ONE OF THE FOLLOWING STATEMENTS. I (WE) CERTIFY THAT:

- I (we) have made every effort possible and cannot locate the previous owner of the above described motor vehicle to obtain the odometer statement required by Section 4505.06 of the Revised Code.
I (we) obtained ownership of the above described motor vehicle by operation of law pursuant to Sections 4505.10; 4505.101; 4513.60; 4513.61; or 4513.62 of the Revised Code, and at the time of transfer of ownership was not able to obtain a statement of the odometer reading from the previous owner.
The above described motor vehicle (CHECK ONE) is newly self assembled, is presently evidenced by a salvage certificate of title, or was previously registered/titled in another state, province, or country and (CHECK ONE OF THE FOLLOWING):
To the best of my (our) knowledge, the odometer reading reflects the actual mileage;
The odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles.
To the best of my (our) knowledge, the odometer reading is not the actual mileage and should not be relied upon.

I (we) certify that the mileage registered on the odometer of this motor vehicle at the time of application for title is miles.
(Must Be Completed)

APPLICANT'S SIGNATURE

Sworn to and subscribed in my presence by
this day of 20

My Commission expires 20

SEAL

(CLERK, DEPUTY CLERK OF COURTS — NOTARY)

APPLICANT'S AFFIDAVIT

COC-ATMV-04 (Rev. 1-2016)

Form Samples – Surviving Spouse Affidavit

IN THE COURT OF COMMON PLEAS, Franklin COUNTY, OHIO

CLERK OF COURTS
SURVIVING SPOUSE AFFIDAVIT

Ohio Revised Code (R.C.) Sections 2106.18 and 4505.10

DATE 4/6/2017

In the matter of the Estate of

John Q. Public
Decedent

STATE OF OHIO) SS
)
COUNTY OF Franklin)

I, having been duly cautioned and sworn, hereby state that: 1) I am the surviving spouse of John Q. Public (the "Decedent"), who died on the 6th day of February, 20 17; 2) the Decedent owned the automobile that is accurately described below; 3) if more than one of the Decedent's automobiles are being transferred to me as the surviving spouse, the combined, approximate value of the automobiles does not exceed \$65,000.00; 4) the automobile described below is not being transferred pursuant to R.C. sections 2131.12 or 2131.13 or otherwise disposed of by will; and 5) I am entitled to said automobile pursuant to R.C. section 2106.18.

Vehicle

VIN: 12345678901234567
Make: Chevrolet
Model Description: Impala
Year: 2014
Ohio Title Number: 2507000000
Approximate Value \$ 17,000.00

Check here if more than one vehicle is being transferred pursuant to R.C. section 2106.18.

Surviving Spouse Signature: _____

Sworn to before me and subscribed in my presence this 6 day of April 20 17.

(seal)

Clerk of Courts – Deputy Clerk of Courts – Notary

My commission expires: _____



State of Ohio
Department of Natural Resources
DIVISION OF WATERCRAFT
4435 Fountain Square Drive
Columbus, Ohio 43224-1300

WATERCRAFT OR OUTBOARD MOTOR AFFIDAVIT OF OWNERSHIP

This form must be surrendered to the Clerk of Courts if watercraft is titled.

Please print or type:

Owner Name _____
FIRST MIDDLE INITIAL LAST

Street Address _____

City _____ State _____ Zip Code _____

The above named individual being first duly sworn, says that he or she is the lawful owner or purchaser of the following described watercraft or outboard motor.

Year _____ Model _____ Length _____

Make of Watercraft _____

Manufacturer's Hull Identification Number (Serial Number) _____

Make of Motor(s) _____ Motor Serial Number(s) _____

Horsepower _____

How, when and from who was the above acquired? _____

The following is a full statement of all liens, mortgages, or encumbrances on said boat or motor: _____

NAME OF LIEN HOLDER _____ If none, state here: _____

OWNER'S SIGNATURE _____ State of Ohio, County of _____

Sworn to before me and subscribed in my presence this _____ day of

MONTH YEAR

NOTARY PUBLIC

My commission expires _____

This booklet is intended to serve as a general guideline for notarizing Ohio Title Documents.

Please contact us at our Dedicated Title Help Line at (614) 525-3090 if you have specific inquiries not addressed in this booklet.



Franklin County Clerk of Courts

Administration Offices

(614) 525-3600
373 S. High Street, Fl. 23
Columbus, OH 43215

General Division/Civil Section

(614) 525-3621
345 S. High Street, Fl. 1B
Columbus, OH 43215

Title Locations

Dedicated Title Help Line

(614) 525-3090

www.franklincountyautotitle.com

www.autotitlenow.com

Please direct all auto-title related mailings and correspondence to the Main Branch.

Main Branch - Title South

Great Southern Shopping Center
45 Great Southern Boulevard
Columbus, OH 43207

Title East

Alum Creek Service Center
1583 Alum Creek Dr.
Columbus, OH 43209

Title North

980 Morse Road
Columbus, OH 43229

Title West

Hollywood Plaza
4153 West Broad Street
Columbus, OH 43228



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