



**The Honorable Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts

Auto Title Administrative Offices  
45 Great Southern Boulevard  
Columbus, Ohio 43207  
(614) 525-3090

Welcome to Ohio!

**Instructions for Transferring Your Out-of-State Title with a Lien or Lease to an Ohio Title**

The attached form letter is used for requesting your lienholder or leasing company to forward your out-of-state title and other necessary documentation to our office.

1. Complete the *Title Information* portion of the attached form letter. *Ensure you include your phone number.*
2. Mail or fax the completed form letter to your lienholder or leasing company.
3. A Customer Service Representative will contact you by phone when our office is in receipt of the documents. At that time, they will inform you of any additional documentation you will need to bring to our office and will schedule an appointment for your visit.
4. An out-of-state motor vehicle inspection is required to apply for the Ohio title. Inspections can be completed at any Deputy Registrar office and many new car dealerships. The inspection verifies the year, make, model and serial number of your vehicle. Because the inspection is only good for 30 days, it is suggested to wait to have this completed until you receive a phone call that your title has been received by our office.
5. If the title is in two names, both owners must be present to apply for the Ohio title. An owner may authorize another person to apply for a title on their behalf with a notarized power of attorney. *Note:* If your car is leased, the party appointed as power of attorney for the leasing company must apply for the title.
6. Any changes of ownership (adding a new owner or removing a current owner) must be approved by your lienholder. A letter of permission is required from your lienholder requesting the changes to be made.

For information regarding Ohio license plates or driver's license, contact the Ohio Bureau of Motor Vehicles at (614) 752-7500 or a Deputy Registrar.

Forms, locations, and other information are available at [www.franklincountyautotitle.com](http://www.franklincountyautotitle.com)

If you have any questions regarding your certificate of title, please contact the Franklin County Clerk of Courts Auto Title Division at **(614) 525-3090**.



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Dear Lienholder or Leasing Company:

Your customer has moved to the State of Ohio and is requesting to have their out-of-state title converted to an Ohio Title. In accordance with the Ohio Revised Code, the original certificate of title must be sent to our office to begin the conversion process. **Please forward the original title along with this form to:**

Franklin County Clerk of Courts - Auto Title Division  
Attn: Out-of-State Title Processing  
45 Great Southern Boulevard  
Columbus, OH 43207

*Note:* If the title is in a leasing company's name, the following is needed in order for your customer to obtain an Ohio title and registration:

- Leasing company permit number (LD# or 99#) \_\_\_\_\_ Federal Tax I.D. # \_\_\_\_\_
- Two (2) notarized Powers of Attorney giving your customer authority to execute the title transaction and obtain registration

The original Ohio Certificate of Title will be sent to the lienholder or leasing company upon completion.

**TITLE INFORMATION**

(TO BE COMPLETED BY VEHICLE OWNER)

Lienholder or Leasing Company Name: \_\_\_\_\_

Lienholder or Leasing Company Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Telephone Number: \_\_\_\_\_

*\*If the owner's name is different on title due to marriage, divorce, or court entry, a letter of permission from lienholder is required to change the name on the new title.*

Owner's Address \_\_\_\_\_

Vehicle Information:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Body Type \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

Sincerely,

Maryellen O'Shaughnessy  
Clerk of Courts

**Please call our dedicated Auto Title line at 614-525-3090 if you have any questions.**