

Did somebody say...

# O-H-I-O?



*Welcome to Ohio!*

**If you recently relocated to Ohio and need to transfer your auto title, let us be your county of choice!**

Service is a key component of the work Auto Title Staff provides our customers. We want to ensure your title transaction is correct and complete. Call our **DEDICATED TITLE HELP LINE**. Talk with one of our customer service professionals. We want your auto title transfer to be accurate and processed here in Franklin County.

Thank you.

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



## Why do I need an OHIO title?

In order to register your vehicle and obtain license plates in Ohio, your out-of-state title needs to be converted to an Ohio title.

## What do I need to bring?

1. Physical Certificate of Title  
*Dual ownership requires both parties to be present unless a power of attorney is provided. Social Security numbers for all parties are required. Photocopies of title are **not** accepted.*
2. A valid government issued drivers license or identification card.
3. A BMV Out of State Inspection  
*Inspections available at the Auto Title South branch, any deputy registrar or new car dealership. Inspection fees may apply.*
4. A Lien Release from your lien holder.  
*Only applicable if an open lien exists on your title that has been satisfied.*
5. Two Powers of Attorney from lessor.  
**Lease Transactions Only.** *Must be an original or certified copy. Please also request your leasing company's federal tax ID and tax exemption numbers (LD# or 99#).*
6. \$16.50 title fee\*  
*\*add \$1.00 fee per notarization. We accept cash, check or credit card payments (with a 3% fee). Please make checks payable to: Franklin County Clerk of Courts.*

## What if my lien holder is holding my title?

Simply complete a transfer request form and send it to your lien holder. Forms and instructions are available at our office or at: [forms.franklincountyautotitle.com](http://forms.franklincountyautotitle.com).

## How do I transfer my title?

1. Visit one of our Franklin County offices:  
*North: 980 Morse Road, Cols., 43229  
East: 1583 Alum Creek Drive, Cols., 43209  
South: 45 Great Southern Blvd., Cols., 43207  
West: 4153 W. Broad Street, Cols., 43228*
2. Mail your forms and check payment to:\*  
*Franklin County Clerk of Courts  
Auto Title Division  
45 Great Southern Boulevard  
Columbus, OH 43207*

\*Include a stamped, self-addressed envelope for your completed title.

## **Need Forms or Have Questions?**

Call our **DEDICATED TITLE HELP LINE** at (614) 525-3090 or [franklincountyautotitle.com](http://franklincountyautotitle.com).