

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?

- Current Ohio title (unless your title is held electronically)
- Valid government-issued identification
- The following forms, completed and notarized:
 - Transfer on Death Beneficiary Designation/Removal Affidavit (BMV 3811)
 - 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.

- Payment for 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.

Where do I go to transfer my title?

Visit

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

Auto Title North:

220 E. Campus View Blvd. Cols., 43235

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

Mail your documents with payment to:*

Franklin County Clerk of Courts
Auto Title Division
45 Great Southern Boulevard
Columbus, OH 43207

OR

*Include a stamped, self-addressed envelope for your completed auto title. Only checks and money orders are accepted via mail. Make checks payable to Franklin County Clerk of Courts.

