

WHEN YOU BUY A CAR

- Alterations should not be made on a Certificate of Title. If this is done, the title becomes null and void and a replacement title will have to be obtained.
- Do not fill in any part of the Assignment or Application (on the reverse side of the title) unless it is done in the presence of a notary public or another duly authorized officer with the power to administer oaths. All signatures must be notarized.
- Your Certificate of Title must be procured within 30 days after delivery of the motor vehicle or a \$5.00 penalty will be assessed.
- Always make an inspection of any automobile you buy, checking the serial number to see that it corresponds with the serial number on your Certificate of Title.

ODOMETER STATEMENT

Ohio law requires the seller of a vehicle to complete an Odometer Statement.

WHEN YOU SELL A CAR

- Do not complete the assignment on the reverse side of the Certificate of Title until a bona fide sale has been made. Make certain that the buyer's full name and address, current mileage and purchase price is inserted before you sign the assignment. Be sure to sign in the presence of a notary.
- The seller should make a copy of the front and back of the assigned title & remove the license plates.

POWER OF ATTORNEY

No person can sign for you without a notarized Power of Attorney form. This is attached to our files and becomes a part of them.

Questions dealing with drivers licenses or vehicle license plates should be directed to a Deputy Registrar's Office, State of Ohio, Bureau of Motor Vehicles. The phone numbers of the fourteen offices in Hamilton County can be found in the Yellow Pages under "license service" or on the Clerk's web page.

SALES TAX

You must state the purchase price of the vehicle upon which your residential county's tax rate will be levied. (Hamilton County is currently 6.5%)

USE TAX

The residential county tax rate must be paid when purchasing a motor vehicle from outside the State of Ohio. This applies to the purchase of a car for use or storage in Ohio for all Ohio residents. (Hamilton County is currently 6.5%)

SERVICES AVAILABLE

- Vehicle & Boat Title Transfer
- Passports
- Lost or Stolen Title
- Mobile Home
- Voter Registration
- Out-of-State Vehicle Information
- Unclaimed Funds List (Forest Park Office only)

MARRIAGE LICENSES

James Cissell, Judge, Hamilton County Probate Court, is issuing marriage licenses at the Forest Park Suburban Office, 1216 Kemper Rd. 9:00 am-4:30 pm, Mon.-Fri. 513-946-3600

CHANGE OF NAME

If your name is changed through marriage or court proceedings, the name on your Certificate of Title cannot be changed. There is no authority in the law to issue a new title in your new name for the same vehicle.

TO TRANSFER AN OHIO TITLE TO YOUR NAME

The seller must complete the assignment portion on the back of the Ohio title, sign it, and have it notarized. The buyer must be a resident of the State of Ohio and know their county of residence. The buyer should bring the original assigned title and Ohio driver's license. A copy of the security agreement may be required if a lien is to be recorded on the title. The fee for a title transfer with or without a lien is \$15.00 plus any affidavit fees, plus the buyer's residential county's sales tax on the purchase price.

NOTE: The Certificate of Title can be obtained in any county in the State of Ohio.

TO APPLY FOR AN OHIO TITLE WHEN MOVING FROM OUT OF STATE

The original out of state title is needed. If you are making payments or leasing the vehicle and you are not in possession of the original title, contact the Clerk of Courts Auto Title Division. The owner or owners named on the title must be present to sign for the new Ohio Title and you must be a resident of the State of Ohio with an Ohio Driver's License and know your county of residence and current mileage. An inspection of the serial number is required. This can be completed at any new car dealer in Ohio or a Deputy Registrar's Office. The fee for this inspection is \$5.00 (\$3.50 payable to the inspector and \$1.50 payable to the Clerk of Courts at the time of transfer). A copy of the security agreement may be required if there is a lien.

The fee is \$18.50. Once you become an Ohio resident, this should be done as soon as possible--no later than 30 days.

MORTGAGES ON YOUR AUTOMOBILE

If you apply for a loan using your car as collateral, always insist upon getting a Memorandum Certificate of Title with which you can obtain license plates.

Upon satisfaction of your mortgage, you should receive the original Certificate of Title from the bank or financial company, properly stamped "paid" with the lien cancelled by the Clerk of Courts or a notarized lien termination statement.

TITLING BOATS AND OUTBOARD MOTORS

Outboard motors that are 10 horsepower or larger and boats 14' or longer must be titled. The procedure is the same as motor vehicles except that there is no mileage information or out of state serial number inspection to be completed.

Title Fees *

Certificate of Title	\$15.00
Duplicate Title	15.00
Memorandum (only)	5.00
Lien Recording	15.00
Salvage Title without lien	4.00
Salvage Title with lien	15.00
Watercraft Certificate of Title	15.00
Outboard Motor Title	15.00
Archival Fee	5.00
Out of State/Serial # Inspection	1.50
Affidavit	1.00
Penalty Fee+	5.00
Sales or Use Tax	6.5 %

+Penalty fee for failure to apply for a title within 30 days of the notary date.

All fees payable by cash, personal check, Discover, American Express & Mastercard, or Certified Check. A Convenience Fee is charged for credit cards.

* NOTE: Fees are subject to change

MANUFACTURED HOMES

The owner of a manufactured home is required to obtain a Certificate of Title. Manufactured homes are transferred in the same manner as motor vehicles. Owners of manufactured homes are required to register the home with the County Auditor annually and pay the taxes assessed to the County Treasurer. Ownership of a manufactured home cannot be transferred until proof of annual registration and payment of taxes is provided. If you purchase a manufactured home from a private individual, make sure that the County Treasurer and County Auditor has stamped the Certificate of Title evidencing payment of all taxes.

RECREATIONAL VEHICLES

Law defines recreational vehicles as vehicular portable structures designed and constructed to be used as temporary dwellings for use in travel, recreation, and vacation. Recreational vehicles are titled as travel trailers, motor homes, or truck campers, depending upon whether they are self-propelled, not self-propelled, or designed to be attached to a motor vehicle.

COMMERCIAL TRAILERS

- A Certificate of Title is not required on any Utility-Commercial trailer weighing 4000 pounds or less. To obtain license plates you must procure a Weight Card from the License Bureau and have the trailer weighed.
- Commercial trailers or semi-trailers weighing more than 4,000 pounds must have a Certificate of Title. To sell, transfer, or mortgage such trailers the Certificate of Title must be presented.

JUNKED AND MODIFIED MOTOR VEHICLES

- When you dismantle, destroy, or change your automobile in such a manner that it loses its character as a motor vehicle, or change it in such a manner that it is not the motor vehicle described in the Certificate of Title, you must surrender your Certificate of Title to the Clerk of Courts for cancellation.
- When you sell your car to a junk dealer you must surrender your Certificate of Title to that dealer with the Assignment (on the back of the title) completed. Keep a copy for your records.

SUGGESTIONS

- REMEMBER: The Certificate of Title to your automobile is similar to the deed to your real estate property. Take good care of it.
- DO NOT carry your Certificate of Title on your person or in your car – keep it in a safe place. It is your only proof of ownership. It is suggested that on the FIRST day of each year you check for your Title or Memorandum Certificate and if it cannot be located, apply for a duplicate immediately.
- If you are in doubt concerning the transferring, buying, selling, or mortgaging of a motor vehicle, always call your Clerk of Courts for complete information.

PAYMENT OF OHIO SALES & USE TAX

Section 4505.06 of the Ohio Revised Code requires that the Ohio Sales Tax and Use Tax be paid in cash, certified or personal check, draft, Master Card, Am. Ex., Discover or a money order to the Clerk of Courts before an application for an automobile title can be accepted. The Clerk of Courts is required to administer this law and collect this tax for the State of Ohio.

MEMORANDUM CERTIFICATE

You cannot transfer ownership of an automobile with a Memorandum Certificate of Title. It is issued only for the purpose of obtaining license plates when the lien holder holds the original title.

DUPLICATE TITLES

If the original title is lost, stolen, or destroyed, you may obtain a Duplicate Certificate of Title. If it is recovered after issuance of the duplicate, the original must be returned to this office for cancellation.

On the Web – www.courtclerk.org

The Clerk of Courts web site provides a number of useful services such as name index and docket search, commonly used forms, court schedule inquires, and other useful information about the services offered by the Clerk of Courts.

**THE PLEDGE OF THE CLERK OF COURTS:
“ TO PROVIDE QUALITY, EFFICIENT AND
COURTEOUS SERVICE ”**

PATRICIA M. CLANCY



Patricia M.
Clancy
Clerk of Courts

AUTO TITLE DIVISION INFORMATION GUIDE

Downtown Office

1001 Main Street
Cincinnati, Ohio 45202
513-946-4646

8:00 A.M. – 4:00 P.M. Mon.– Fri.

Forest Park Office

1216 W. Kemper Road
Cincinnati, Ohio 45240
513-946-8161

8:00 A.M. – 5:00 P.M. Mon.– Fri.

Our Website:

www.courtclerk.org