Automobile and Watercraft Title Office Locations

Main Office

1261 Superior Ave.
Cleveland, OH. 44113
Ph: 216 - 443-8900

Hours:
Monday – Friday 9:00am to 4:30pm

Southgate Branch

21100 Southgate Park Blvd., Ste. 101
Maple Hts., OH 44137
Ph: 216 - 475-6855

Hours:
Monday - 8:30am - 4:30pm
Tuesday - 8:30am - 4:30pm
Wednesday - 8:30am - 4:30pm
Thursday - Closed
Friday 8:30am - 4:30pm
Saturday 8:30am - 1:00pm

Parma Branch

12100 Snow Rd., Ste. 15
Parma, OH. 44130
Ph: 440-888-7050

Hours:
Monday – 9:00am to 4:30pm
Tuesday 9:00am to 1:30pm
Wednesday 8:30am to 6:30pm
Thursday – Friday 9:00am to 4:30pm
Great Northern Branch
5069 The Arcade
Great Northern Shopping Center
North Olmsted, OH. 44070
Ph: 440-777-4060
Hours:
Monday 9:00am to 4:30pm
Tuesday 8:30am to 6:30pm
Wednesday – Closed
Thursday – Friday 9:00am to 4:30pm
Saturday 8:30am to 12:30pm
**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 Ohio Clerk of Courts Association 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 contact your local county Clerk of Courts’ Title Office for guidance.
# Notarizing an Ohio Title – General Guidelines

- **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, owner(s) on the front of the title 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 with that entity:
  - ABC Trucking Company, John F. Rees, Fleet Mgr.
  - Dixie Candy Corp, Dennis T. Dix, Owner
  - Abel Family Trust, Carol A. Abel, Trustee
  - Estate of Mary Scott, James E. Scott, Executor

- 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 the Clerk of Courts Title Office) 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

- The Ohio ORC #4505.02 requires each applicant to present an official photo ID.

*Please contact your local Clerk of Courts’ Title Office if you have additional inquiries.*
Assignment of an Ohio Title

1. Selling price
2. Date of Sale/Delivery
3. Minor? (consent form required)
4. Buyer(s) legal name and address
5. Odometer reading as shown on vehicle
6. **IF** odometer is 5 digits and rolled over, place(X) in box (in excess of mechanical limits)
7. **IF** odometer is broken or any other discrepancy exists, place(X) in box
8. Check appropriate box, if applicable
9. Printed name(s) of seller(s)
10. Signature of seller(s)
11. Address of seller(s)
12. Person(s) name who signed in front of you
13. Notary Date
14. Commission expiration date
15. Printed name of Notary Public
16. Signature of Notary Public
17. Notary Seal
Application for an Ohio Title

1. Type of Title
2. Buyer(s)’ legal name
3. Buyer(s)’ Social Security Number
4. Buyer(s)’ physical address
5. County of residence
6. Purchase price
7. N/A (Dealer sale only)
8. N/A (Dealer sale only)
9. N/A (Dealer sale only)
10. If sale is exempt from tax, place (X) in box
11. Reason for exemption
12. N/A (Dealer sale only)
13. N/A (Dealer sale only)
14. Condition of vehicle/watercraft
15. Lienholder’s name and address (if applicable)
   - If no liens – state “none”
16. Minor? (consent form required)
17A. Buyer(s)’ signature
17B. Buyers’ acknowledgment of mileage
18. Choose (X) printed or (X) non-printed
19. Person’s name who signed in your presence
20. Notary Date
21. Commission expiration date
22. Signature of Notary Public
23. Notary Seal
Power of Attorney Form

- Power of attorney forms for certificates of titles must be notarized
- A power of attorney 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
- An executor of an estate or trustee cannot give power of attorney to someone else to sign on their behalf

Please contact your local Clerk of Courts’ Title Office if you have additional inquiries.
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.

Please contact your local Clerk of Courts' Title Office if you have additional inquiries.
APPLICATION(S) FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE

(Type or Print in Ink)

CHECK TYPE OF APPLICATION(S) Fee of $5.00 for failure to apply for title within 30 days of assignement.

PRIMARY APPLICANT'S NAME

SECONDARY APPLICANT'S NAME

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 __________________
MAKE __________________
MODEL __________________
BODY TYPE __________________

VIN __________________

SIGNATURE OF PARENT, GUARDIAN, OR OTHER PERSON HAVING CUSTODY

Sworn to and subscribed in my presence on this ________ day of __________ , 20________

__________________________
Clerk of Deputy Clerk of Courts – Notary Public

My commission expires on __________ .

BMV 3751 6/90
State of Ohio - Seller’s Affidavit

Erasures or Alterations Void This Statement

ODOMETER READING DISCLOSURE STATEMENT

Notice to Transfer: 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.

• TYPE OR PRINT IN INK

State of Ohio, ________________County SS: Date ________________, 20____
Year _______________________ Mfr’s Serial No.__________________________
Make ______________________
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:

I: To the best of my (our) knowledge, the Odometer reading reflects the actual mileage;
I: The Odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles.
I: 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:

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

x_____________________________
TRANSFEROR’S SIGNATURE
My Commission Expires on_________________

Sworn to before me and subscribed in my presence this ___________day of ____________, 20______.

(SEAL)

All information must be entered before notarization.

(CLERK, DEPUTY CLERK OF COURTS - NOTARY)
ERASURES & ALTERATIONS VOID THIS STATEMENT
STATE OF OHIO
APPLICANT'S AFFIDAVIT
ODOMETER READING DISCLOSURE STATEMENT
(TYPE OR PRINT IN INK)

NOTICE TO APPLICANT FOR CERTIFICATE OF TITLE: 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 __________________
YEAR __________________ MFR'S SERIAL NO. __________________
MODEL __________________
BODY TYPE __________________
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 Section 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)

X __________________ (APPLICANT'S SIGNATURE)

Sworn to before me and subscribed
In my presence the _______________ day of __________________ 20_______________
(Seal)

Clk – Deputy Clerk – Notary Public
My commission expires __________________ 20_______________

APPLICANT'S AFFIDAVIT

IN THE COURT OF COMMON PLEAS, __________________________ COUNTY, OHIO

CLERK OF COURTS

AFFIDAVIT
SECTION 2106.18

DATE __________________

In the matter of the Estate of ____________________________

Deceased

STATE OF OHIO __________________

SS

COUNTY OF __________________

The undersigned, being duly sworn, says that ☐ he is the surviving spouse of ____________________________ , who died on the _______________ day of __________________ 20_______________ , that said decedent owned the automobile(s) described below. If two automobiles are to be transferred under this section the combined approximate value of the two automobiles is less than $40,000; said automobile(s) is not otherwise disposed of by Will; and the affiant is entitled to said automobile(s) pursuant to Ohio Revised Code Section 2106.18. The following are the only automobile(s) to be transferred under this Section:

Auto 1

Year __________________ Mfg. Serial # __________________
Make __________________ Body Type __________________
Model __________________
Ohio Cert. of Title # __________________ Approximate Value $ __________________

Auto 2

Year __________________ Mfg. Serial # __________________
Make __________________ Body Type __________________
Model __________________
Ohio Cert. of Title # __________________ Approximate Value $ __________________

Surviving Spouse __________________

Sworn to before me and subscribed in my presence this _______________ day of __________________ 20_______________ .

Clk. Deputy Clerk of Courts-Notary

BWC 3773 3/08
This booklet intended to serve as a general guideline for notarizing Ohio Title Documents.

Your county Clerk of Courts’ Title office can assist you in answering more specific questions, or in addressing items specific to your county of residence.