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## 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.**