

**Deborah Smalley**  
**FAIRFIELD COUNTY CLERK OF COURTS**

**TO THE LIENHOLDER**

THE APPLICANT/S LISTED BELOW HAVE BECOME OHIO RESIDENTS. IT IS NECESSARY FOR HIM/HER/THEM TO OBTAIN AN OHIO TITLE. AS THE LIENHOLDER YOU WILL NEED TO FORWARD THE FOLLOWING:

THE ORIGINAL CERTIFICATE OF TITLE OR THE ACCEPTED EVIDENCE OF OWNERSHIP REQUIRED IN THE STATE FROM WHICH THEY HAVE MOVED.

**IF THE VEHICLE IS LEASED**

PROVIDE THE LESSEE WITH TWO POWER OF ATTORNEYS. ONE WILL BE KEPT ON FILE WITH THE TITLE WORK. THE OTHER WILL BE NEEDED FOR THE DEPUTY REGISTRAR WHEN THE PLATES ARE PURCHASED AND THE REGISTRATION ISSUED.

PROVIDE YOUR OHIO LEASING PERMIT NUMBER (LD) OR YOUR DIRECT PAY NUMBER (99). THE DEPUTY REGISTRAR ALSO REQUIRES YOUR FEDERAL ID NUMBER AND A COPY OF THE LEASE AGREEMENT.

**APPLICANT**

NAME/S \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

VEHICLE YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ VIN \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

**PLEASE MAIL TITLE WORK TO THE FOLLOWING ADDRESS:**

FAIRFIELD COUNTY CLERK OF COURTS  
\_\_\_\_\_  
TITLE DIVISION  
982 LIBERTY DRIVE  
LANCASTER, OHIO 43130

**Applicant, check which address you wish to have your title work mailed.**

FAIRFIELD COUNTY CLERK OF COURTS  
\_\_\_\_\_  
TITLE DIVISION  
485 HILL ROAD NORTH  
PICKERINGTON, OHIO 43147

**\*\* THE NEW OHIO TITLE WILL BE MAILED TO YOU IMMEDIATELY, UPON ISSUANCE**

