

## COUNTY OF RESIDENCE

• You may apply for a Certificate of Title in any of Ohio's 88 counties. A valid government issued ID is required. Taxes are calculated and paid to a buyer's county of residence.

## BUYING A CAR

- Never make any alterations or erasures to 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 mandatory \$5.00 late fee 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.
- If the title is electronic, a lien release letter will be provided by the lienholder and the title will be released.

## SELLING A CAR

- Do not complete the assignment on the reverse side of the certificate of title until the sale has been completed. 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 and remove the license plates.

## LIENS 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 lien, you should receive the original certificate of title from the bank or financial company.
- If the bank is an electronic lienholder, you must apply and pay for an original title after the lien is properly discharged and cancelled.

## MEMORANDUM CERTIFICATE

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

## SURVIVING SPOUSE (Auto & Watercraft)

- A surviving spouse may take title to two automobiles (one may be a motorcycle), one boat and a motor, if not disposed of by will (Total value may not exceed \$65,000). For other vehicle transfers, proper probate authority is required.

## BUYING A BOAT OR MOTOR

- A Certificate of Title is required on all boats 14 feet or longer and all outboard motors 10 H.P. or greater. A canoe or kayak is exempt. Boats, including jet skis 14 feet or less with an inboard motor 10 H.P. or greater are titled.
- Before purchasing a boat or motor, be sure the seller has the Certificate of Title. The seller is required to assign the Ohio Watercraft Registration Card to you.
- No registration is required for outboard motors.

## SELLING A BOAT OR MOTOR

- Do not execute the assignment on the reverse side of the Certificate of Title until the sale is complete. Be certain that the buyer's full name and address is inserted before you sign the assignment.
- Initials are not acceptable.
- You must have your signature notarized.
- If you do not have a title for your boat or motor and have owned the boat or motor prior to October 10, 1963, the Clerk of Courts may issue a title based on the evidence you present.

## SERIAL NUMBERS

- If there is no manufacturer's serial number, or if it has been removed, a serial number must be affixed to the boat or motor before a Certificate of Title can be issued.
- Application for a serial number is made to the Ohio Department of Natural Resources Division of Watercraft. Forms may be obtained via the website [www.ohiodnr.com/watercraft](http://www.ohiodnr.com/watercraft) or by contacting the Division of Watercraft at 614-265-6480.

## WATERCRAFT REGISTRATION

- To renew or to apply for a new watercraft registration, you must present your certificate of title to a Boat Registrar.

## DOCUMENTATION

- Documented vessels are not titled in Ohio, but are registered by the U.S. Coast Guard.

## TO APPLY FOR AN OHIO TITLE

***If you have moved to Ohio from another state, you own the vehicle free and clear of any liens and it is titled in your name only, you will need the following:***

- ☐ Original out of state title;
- ☐ Out of state vehicle VIN inspection (obtained from the BMV);
- ☐ Valid government issued photo ID;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).

***If you have moved from another state, the title is in more than one name and you are making payments to a lender, you will need the following:***

- ☐ Original out of state title;
- ☐ Out of state vehicle VIN inspection (obtained from the BMV);
- ☐ Valid government issued photo ID;
- ☐ Both individuals must be present or provide a Power of Attorney to allow one person to sign for the other;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).

***If you have purchased a vehicle from an individual who lives in Ohio, you will need the following:***

- ☐ The original Ohio title with the top half of the reverse side completed by the seller and notarized;
- ☐ Valid government issued photo ID;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).

***If you have purchased a used vehicle from an individual in another state, you will need the following:***

- ☐ The original title from the state in which the seller resides. The assignment must be complete and if the title document has a space for a Notary Public, it must be notarized;
- ☐ Out of state vehicle VIN inspection (obtained from the BMV);
- ☐ Bill of sale if purchased from a dealer;
- ☐ Valid government issued photo ID;
- ☐ Loan papers if applicable;
- ☐ Must show proof of sales tax paid from another state;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).

***If you have purchased a new vehicle from an out of state dealer, you will need the following:***

- ☐ Manufacturer's Certificate of Origin (MCO) from the dealer;
- ☐ Bill of sale if purchased from a dealer;
- ☐ Federal Odometer Statement;
- ☐ Valid government issued photo ID;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).

***If you have purchased a used vehicle from a dealer in another state, you will need the following:***

- ☐ The out of state title signed over to you by the dealer;
- ☐ An original or certified copy of the bill of sale;
- ☐ Federal Odometer Statement;
- ☐ Out of state vehicle VIN inspection (obtained from the BMV);
- ☐ Valid government issued photo ID;
- ☐ Payment for title fees and taxes (cash, check, credit/debit card).



## 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 have 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.

## TRAILERS

• A Certificate of Title is not required on any utility commercial trailer weighing under 4,000 pounds. To obtain license plates you must procure a Weight Card from the Ohio 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.

## SALVAGED VEHICLES

• Damaged and wrecked vehicles may require a salvaged title. The owner must present a valid Ohio title, Identification and \$5.00. Salvaged autos are not operable on the highway until they are rebuilt and inspected by the State Highway Patrol.

• When you sell your car to a salvage dealer, you must surrender your signed and notarized Certificate of Title to the dealer with the assignment completed.

• To convert a salvage title to a regular title, an inspection must be made by the State Highway Patrol. A fee of \$53.50 is charged and payable to the BMV.

• The application for the inspection may be obtained at the Ohio License Bureau or the Ohio Bureau of Motor Vehicles in Columbus.

## 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.

## DUPLICATE TITLES

• If the original title is lost, stolen, or destroyed, you may obtain a duplicate Certificate of Title.

• If a name on the title and Driver's License do not match, a marriage certificate, divorce decree or other court paperwork must be presented to verify the name change.

## 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 the file. This must be an original or a certified copy.

## 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, credit/debit card, or a money order payable to the Clerk of Courts before an application for an automobile or watercraft title can be accepted.

• The Clerk of Courts is required to administer this law and collect this tax for the State of Ohio.

## SALES TAX

• You must state the purchase price of the vehicle upon which your residential county's tax rate will be levied (Fairfield County is currently 6.75%).

• If a customer has purchased a vehicle less than 6 months ago while living in another state, they may need to pay additional taxes on the vehicle. Customer must bring in the bill of sale from the dealer.

## TITLE FEES

Certificate of Title	\$15.00
Duplicate Title	\$15.00
Memorandum Title (issued when there is a lien)	\$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
Electronic Title	\$15.00
Archival Fee	\$5.00
Out of State/VIN # Inspection	\$1.50
Affidavit/Notary	\$1.00
Late Fee*	\$5.00
Sales Tax	6.75 %

\*A mandatory late fee for failure to apply for a title within 30 days of the notary date will be charged.  
See ORC 4505.06(A)(6).

All fees payable by cash, certified or personal check, credit/debit card. A convenience fee is charged for use of credit/debit cards.  
NOTE: Fees are subject to change.

Rev. 6/2025

## FAIRFIELD COUNTY CLERK OF COURTS BRANDEN C. MEYER



## TITLE DEPARTMENT AUTO & WATERCRAFT TITLE INFORMATION GUIDE

**LANCASTER TITLE OFFICE**  
**982 LIBERTY DRIVE**  
**LANCASTER, OHIO 43130**  
**740-652-7540**

**Monday-Friday (8:00 AM-5:00 PM)**  
**Saturday (8:00 AM-12:00 Noon)**  
*Closed on holiday weekends*

**PICKERINGTON TITLE OFFICE**  
**12945 STONECREEK DRIVE**  
**PICKERINGTON, OHIO 43147**  
**614-835-2610**

**Monday-Friday (8:00 AM-5:00 PM)**  
**Saturday (8:00 AM-12:00 Noon)**  
*Closed on holiday weekends*

[WWW.FAIRFIELDCOUNTYCLERK.COM](http://WWW.FAIRFIELDCOUNTYCLERK.COM)