



# Fairfield County Clerk of Courts Branden C. Meyer



## **TITLING-BY-MAIL AND DROP OFF TITLING**

During this time, we are able to process titles by offering a titling-by-mail option or drop off option. Please review the information below. These are the general requirements and additional documentation may be required upon review of your application for Certificate of Title. **Please include your phone number and a self addressed stamped envelope with any documents that are mailed into the office or dropped off and call the Title Help Line at 740-652-7554 or email [Titles@FairfieldCountyOhio.gov](mailto:Titles@FairfieldCountyOhio.gov) to determine the correct sales tax amount for the transaction.**

### **Transfer of Ohio Title**

- Assignment (top portion) of original Ohio title filled out in its entirety, signed by seller(s) and notarized.
- Buyer's Acknowledgement of Odometer Certification (middle portion) of original Ohio title signed by purchaser(s).
- Application (bottom portion) of original Ohio title filled out in its entirety, signed by purchaser(s) and notarized.
- Lien release letter from lien holder if an open lien exists.
- \$15.00 title fee plus sales tax (based on county of residence) on purchase price.
- Include a self addressed stamped envelope and your phone number.

### **Duplicate/Replacement Ohio Title**

- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under Forms) with the Duplicate/Replacement section completed in addition to vehicle and owner(s) information. Application must be signed by owner(s) and notarized.
- Lien release letter from lien holder if an open lien exists.
- \$15.00 title fee.
- Include a self addressed stamped envelope and your phone number.

**Title Help Line: 740-652-7554**

For more information, please email

**[Titles@FairfieldCountyOhio.gov](mailto:Titles@FairfieldCountyOhio.gov)**

or visit **[www.FairfieldCountyClerk.com](http://www.FairfieldCountyClerk.com)**

### **Transfer of Non-Ohio Title**

- Original Certificate of Title with assignment completed in its entirety.
- A BMV Out of State Inspection Form.
- Lien release letter from lien holder if an open lien exists.
- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under Forms) filled out in its entirety, signed by applicant(s) and notarized.
- Applicant's Odometer Statement (located on website under Forms) if applicable, must be notarized.
- \$16.50 title fee plus sales tax (based on county of residence) on purchase price.
- Include a self addressed stamped envelope and your phone number.

**For the following title transactions please call the title office.**

- Probate
- Surviving Spouse
- Lease Transactions
- Court Ordered Title

**Please make your check payable to  
*Fairfield County Clerk of Courts.***

**Mail or Drop Off to one of the following two offices:**

**Lancaster Title Office 740-652-7540**

982 Liberty Drive, Lancaster, OH 43130

**Pickerington Title Office 614-835-2610**

485 Hill Road, Pickerington, OH 43147