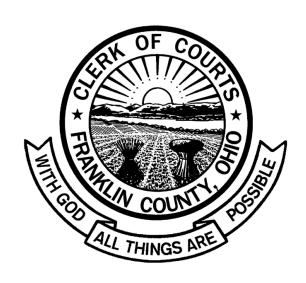
A GUIDEBOOK FOR NOTARIZING OHIO TITLE DOCUMENTS



Franklin County Clerk of Courts

Prepared and issued as a public service by the office of

Maryellen O'Shaugnessy

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 Franklin County Clerk of Courts office 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 call our Dedicated Title Help Line at (614) 525-3090.

Table of Contents

General Guidelines	
Assignment of an Ohio Title	2-3
Application of an Ohio Title	4-5
Power of Attorney	6-7
Odometer	8
Additional Form Samples	9-16
Clerk of Courts Locations	18



Title Help Line (614) 525-3090

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, the seller 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 within that entity:
 - ABC Trucking Company, John F. Rees, Fleet Mgr.
 - Dixie Candy Corp, Dennis T. Dix, Owner
 - Abel Family Trust, Carol A. Abel, Trustee
- ♦ 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 any of the Clerk of Courts Title Offices, or on our web site) 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

Ohio ORC #4505.02 requires that each applicant must present an official photo identification.

Assignment of an Ohio Title

(Top portion of the back of Title)

- 1. Vehicle branding only if applicable
- 2. Date of sale/delivery
- 3. Selling price
- 4. Buyer (s) legal name and address
- 5. Odometer reading as shown on vehicle
- 6. Check only one box pertinent to odometer status.
- 7. Verify minor status (if yes, consent form required)
- 8. Printed name of seller
- 9. Signature of seller
- 10. Address of seller
- 11. Person(s) name who signed in front of you
- 12. Notary date, county and state
- 13. Commission expiration date
- 14. Printed name of notary
- 15. Circle which type of notary
- 16. Signature of notary
- 17. Notary seal

(Top portion of the back of Title)

Notarize only if all lines are completely filled out.

ERASURES AND ALTERATIONS VOID THIS TITLE ASSIGNMENT. (Type or Print in Ink.)

Control of the Contro	THE RESERVE THE PARTY OF THE PA	A STATE OF THE PARTY OF THE PAR	BUILDING A VANCOUS CONTRACTOR		
ASSIGNMENT OF OWNERSHIP					hicle Former Tax
I (we) certify the vehicle/watercraft/outboard	motor described in this tit	tie was delivered on	/ <u>2</u> /for	the price of \$	to
Buyer Printed Name					
Buyer Printed Address ODOMETER CERTIFICATION Fee	deral and State laws re	equire that you stat	e the mileage in conne	ction with transfer of	of ownership.
Failure to complete or providing false int I (we) certify to the best of my (our) know the check one: Actual Mileage The Mileage stated is in I have dependent on the complete reading is the complete reading is the complete reading in the complete reading in the complete reading is the complete reading in the complet	nowledge that the odd	ometer now reads	Mousands ,	Seller is a m	s (no tenths) linor ⊡Yes⊡No Consent Form
I (we) warrant the title to be free of all lies	ns.				1) Required
8		v 9			
Seller's Printed Name		Seller's Si	gnature		ENVIRONMENT OF THE
NOTE TO NOTARY: All Blank sp	aces (including	10			
buyer's name and address) ab	CHILL THE SHOEL FOR A TOP OF	Seller's Pi	inted Street Address		
completed before acknowle		-		State	-
Notary: Subscribed and sworn to before	e me by	City		State	Zip
2 On the day of	20 in the	e county of	- Mannandar	state of	
(Notary Seal)	The state of the s	11			
My commission expires 13	printed nar	me	10000000	Signa	ature of (circle or
5 Clerk, Deputy Clerk of Courts, Notary	X,116		1000000		
BUYER ACKNOWLEDGEMENT OF	ABOVE OBOINE	TER GERTINION			
Buyer Printed Name		A Dinter S	ignature		
APPLICATION FOR CERTIFICATE Check type of Application(s): Motor Ve		Print in Ink) S	alvage Vehicle cannot		built title is issue
Applicant Printed Name			SSN/E		
Applicant Printed Address	iere kirre kernet	EG G HA I I I SAI			
	Street	City	Zip		County
Purchase Price \$	Gross Tax Due \$		endor's Discount \$ealer #	Tax Paid \$	
LIEN INFORMATION: If no fren, state inc Lienholder	one". If more than one			PERSONAL PROPERTY.	
Lienholder Address		ZITCH ZHOLEDHOU	24-201 - UN 771-1-1	Bris March 12	
Condition of Vehicle/Watercraft/Outboard Optional: With Rights of Survivorship Applicant is a minor Yes No If ye	p (2 owners only) es, provide Date of Birt	Transfer On Death	(1 owner only) BMV 3811	Form required t Form (BMV 3751)	
NOTE TO NOTARY: All Blank spaces	above must		mornation contained	п ино аррисацоп і	a true una come
be completed before anknowledge Notary: Subscribed and sworn to before	Α	Applicant Signature	M. C. JESSELLE	T BY WE SHE	
On the day of		e county of	man de la company de la co	state of	
(Notary Seal)					
My commission expires	printed nar	me		Signa	ature of (circle or
Clark Deputy Clark of Courts Notany	CALL MARK OF THE PERSON AND ADDRESS OF THE PERSON AND P				

LATE FEE OF \$5.00 FOR FAILURE TO APPLY WITHIN 30 DAYS OF ASSIGNMENT.

Application for an Ohio Title

(Bottom portion of the back of Title)

- 1. Buyer (s) printed name
- 2. Buyer (s) signature
- 3. Type of application (check one)
- 4. Buyer's printed name
- 5. Buyer's social security number
- 6. Buyer's address
- 7. Buyer's county of residence
- 8. Purchase price
- 9. Gross Tax (dealer sale only)
- 10. Vendor discount (dealer sale only)
- 11. Tax Paid (dealer sale only)
- 12. Trade in Allowance (dealer sale only)
- 13. If sale is tax exempt state reason
- 14. Dealer # (dealer sale only)
- 15. Vendor # (vendor sale only)
- 16. Lien holder's name and address (if applicable)
 - * If no liens the word "None" must be indicated in this field
- 17. Electronic lien holder's code (if applicable)
- 18. Condition of vehicle
- 19. Printed or non-printed title
- 20. With Rights of Survivorship (optional)
- 21. Transfer on death (optional)
- 22. Verify minor status (if yes, consent form required)
- 23. Buyer's signature
- 24. Person's name who signed in your presence
- 25. Notary date, county and state
- 26. Commission expiration date
- 27. Printed name of notary
- 28. Circle type of notary
- 29. Signature of notary

Application for an Ohio Title

(Bottom portion of the back of Title)

Notarize only if all lines are completely filled out.

ERASURES AND ALTERATIONS VOID THIS TITLE ASSIGNMENT. (Type or Print in Ink.)

ASSIGNMENT OF OWNERSHIP This vehicle was a	a (if applicable): 🗋 Former Law Enforcement Vehicle 🗀 Flood Vehicle 🗆 Former Ta
I (we) certify the vehicle/watercraft/outboard motor described in this title w	vas delivered on/for the price of \$
Buyer Printed Name	
Buyer Printed Address	
	ire that you state the mileage in connection with transfer of ownership.
Failure to complete or providing false information may result in fir I (we) certify to the best of my (our) knowledge that the odome	
Check one: Actual Mileage	miles (no tenths)
The Mileage stated is in EXCESS of the Mechanica	al Limits shousands Seller is a minor Yes 1
The odometer reading is not the actual Mileage. WA	Ocher is a minor [1] restrict
I (we) warrant the title to be free of all liens.	(BMV 3751) Required
Seller's Printed Name	Seller's Signature
NOTE TO NOTARY: All Blank spaces (including	
buyer's name and address) above must be	Seller's Printed Street Address
completed before acknowledgement	City State Zip
Notary: Subscribed and sworn to before me by	System Later and English States States and S
On the day of 20 in the co	ounty ofstate ofstate
(Notary Seal)	
My commission expires printed name _	Signature of (circle o
Clerk, Deputy Clerk of Courts, Notary X	THE OF THE PROPERTY OF THE PRO
audited by the Department of Taxation. The seller and buyer must	conment or a fine of up to one thousand dollars or both. All transfers t provide any information requested by the Department of Taxation. It is any additional tax found to be due. R CERTIFICATION
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER	t provide any information requested by the Department of Taxation. But any additional tax found to be due. R CERTIFICATION X 2
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name	t provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Inc.)	t provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature That in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue.
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name)	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issu Watercraft Outboard Motor Salvage
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Inc.)	t provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature That in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue.
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application) Motor Vehicle Memorandum Applicant Printed Name Applicant Printed Address	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issu Watercraft Outboard Motor Salvage SSN/EIN 5
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application) Motor Vehicle Memorandum Applicant Printed Name	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issu Watercraft Outboard Motor Salvage
audited by the Department of Taxation. The seller and buyer must The buyer may be assesse BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application) Motor Vehicle Memorandum Applicant Printed Name Applicant Printed Address Street Purchase Price \$ 8 Street Purchase Price \$ 8 Gross Tax Due \$ 9	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issu Watercraft Outboard Motor Salvage SSN/EIN 5
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Address Purchase Price \$ 8 Street Purchase Price \$ 8 Gross Tax Due \$ 9 Trade in Allowance \$ 12 If Tax Exempt, State Reason 13 LIEN INFORMATION: Lien Dien, state "none" If more than one lien	the provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by the salvage and the salvage are salvaged as a salvage and the salvage are salvaged as a salvage and the salvage are salvaged as a
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application) Motor Vehicle Memorandum Applicant Printed Name Applicant Printed Address Purchase Price \$ Street Purchase	the provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Fint in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Name Applicant Printed Address Purchase Price \$ Street Gross Tax Due \$ 9 Trade in 12 If Tax Exempt, State Reason Lien INFORMATION: If no lien, state "none" If more than one lien Lienholder Lienholder Address	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Dealer # 14 Vendor # 15 a, attach statement of all additional liens ELien # 17
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Name Applicant Printed Address Purchase Price \$ Street Gross Tax Due \$ 9 Trade in 12 If Tax Exempt, State Reason Lien INFORMATION: If no lien, state "none" If more than one lien Lienholder Lienholder Address	t provide any information requested by the Department of Taxation. ad any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Dealer # 14 Vendor # 15 a, attach statement of all additional liens ELien # 17
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Address Purchase Price \$ 8	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1 County Dealer # 14 Vendor # 1.5 A attach statement of all additional liens ELien # 17 County Tax Paid \$ 1 Count
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application (\$3	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1 County Dealer # 14 Vendor # 15 a. attach statement of all additional liens ELien # 17 County Sound Fair Poor Wrecked Title to be Printed Non-Printed and Minor Consent Form (BMV 3751)
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed type of Application (\$3	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1 County Dealer # 14 Vendor # 1.5 A attach statement of all additional liens ELien # 17 County Tax Paid \$ 1 Count
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Name Applicant Printed Address Purchase Price \$ 8 Street Gross Tax Due \$ 9 Trade in 12 If Tax Exempt, State Reason 13 Allowance \$ 12 In the Inc., state Inc., sta	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by the salvage of the
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Pricheck type of Application(\$3	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by the salvage of the
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Name Applicant Printed Address Purchase Price \$ Street Gross Tax Due \$ 9 Trade in 12 If Tax Exempt, State Reason 13 Allowance \$ 12 If Tax Exempt, State Reason 13 Lien INFORMATION: In o hen, state "none" If more than one lien Lienholder 16 Lienholder Address Condition of Vehicle/Watercraft/Outboard Motor (check only one): Condition of Vehicle/Watercraft/Outboard Motor (check on	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issued by the statement of outboard Motor. Salvage SSN/EIN 5 City Zip O Tax Paid \$ 1 County Vendor's Discount \$ 10 Dealer # 14 Vendor # 15 A attach statement of all additional liens ELien # 17 Codd Fair Poor Wrecked Title to be Printed Non-Printed and Minor Consent Form (BMV 3751) State that all Information contained in this application is true and corrected.
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Address Purchase Price \$ 8	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1 County Dealer # 14 Vendor # 1.5 Dealer # 17 Speed Fair Poor Wrecked Title to be Printed Non-Printed And Minor Consent Form (BMV 3751) State that all Information contained in this application is true and correctant Signature
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMETER Buyer Printed Name APPLICATION FOR CERTIFICATE OF TITLE (Type or Printed Name) Applicant Printed Name Applicant Printed Name Applicant Printed Address Purchase Price \$ Street Gross Tax Due \$ 9 Trade in Allowance \$ 12 If Tax Exempt. \$ 3 LIEN INFORMATION: It no lien, state "none" It more than one lien Lienholder Lienholder Address Condition of Vehicle/Watercraft/Outboard Motor (check only one): In the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (2 owners only) Trade on the printed of Survivorship (3 owners only) Trade on the printed of Survivorship (4 owners only) Trade on the printed of Survivorship (5 owners only) Trade on the printed of Survivorship (5 owners only) Trade on the printed owners only Survivorship (5 owners only) Trade on the printed owners only Survivorship (5 owners only) Trade on the printed owners on the printed owners of the printed owners of the printed owners of the printed owners of the printed owners own	to provide any information requested by the Department of Taxation. In any additional tax found to be due: R CERTIFICATION X 2 Buyer Signature Int in Ink) Salvage Vehicle cannot be driven until a rebuilt title is issue Watercraft Outboard Motor Salvage SSN/EIN 5 City Vendor's Discount \$ 10 Tax Paid \$ 1 County Dealer # 14 Vendor #15 Dealer # 17 County Tax Paid \$ 1 Tax Paid \$ 1

LATE FEE OF \$5.00 FOR FAILURE TO APPLY WITHIN 30 DAYS OF ASSIGNMENT.

When a Power of Attorney form is necessary for a Certificate of Title transaction, it must always be notarized.

- ♦ A power of attorney (POA) 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.
 - For instance: if you are transferring a title to someone else, but have lost the original title—one POA is required to obtain a duplicate title. A second, separate POA is required to transfer the title out of the first owner's name.
- ♦ An executor of an estate or trustee cannot give power of attorney to someone else to sign on their behalf.

MARYELLEN O'SHAUGHNESSY

Franklin County Clerk Of Courts Clerk.FranklinCountyOhio.gov

POWER OF ATTORNEY

Know All Men by These Presents, that the undersigned does hereby make, constitute and appoint My true and lawful attorney-in-fact for me and in my name, place and stead, to make and execute the assignment of or application for my Certificate of Title covering the following described motor vehicle, to-wit: ----- Year _____ Serial No. _ And granting to my said attorney-in-fact full authority to do and perform all and every act and thing whatsoever, requisite, necessary and proper to be done in and about the premises as fully and to all intents and purposes as the undersigned might or could do with full power of substitution and revocation hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof. In Witness Whereof, the undersigned has caused his name to be subscribed hereto this ______ day of ______ 20 _____ Social Security # of person Signature of person giving power of attorney giving power of attorney **ACKNOWLEDGMENT** STATE OF OHIO. **COUNTY OF FRANKLIN} SS** Before me a Notary Public in and for said County personally appeared ___, who acknowledged the signing of the foregoing instrument and that such signing is his free act and deed. In Testimony Whereof, I have hereunto set my hand and affixed my official seal this ______ day of ______ 20 _____. Notary Public _____ County, Ohio My Commission Expires _____ COC-ATMV-06 (Rev. 1-2016)

- ♦ The seller of a motor vehicle is statutorily required to state the true mileage of the vehicle at the time the title is assigned to the buyer. See feature #5.
- ♦ The first box in feature 6, Actual Mileage, is just as it indicates; it's "Actual" without being in excess of mechanical limits or non-actual a status.
- ♦ The second box in feature 6 is Excess of the Mechanical Limits. Vehicles that display 6-digits on the odometer should not be "in excess" of their mechanical limits. This would make the mileage over a million miles. This would most likely only apply in rare cases for semi-trailers. If applicable, mileage stated as "in excess" of its mechanical limits should only apply to a 5-digit odometer.
- ♦ The third box in feature 6 is Non-Actual/Odometer Discrepancy. If the odometer is broken, inoperable or replaced this box should be checked.

ERASURES AND ALTERATIONS VOID TO ASSIGNMENT OF OWNERSHIP This vehicle wa		forcement Vehicle ☐ Flood Vehicle ☐ Former Taxi
I (we) certify the vehicle/watercraft/outboard motor described in this title		
r (we) certify the vehicle/watercrain/outboard motor described in this title	e was delivered on//	for the price of p
Buyer Printed Name		
Buyer Printed Address ODOMETER CERTIFICATION Federal and State laws ref Failure to complete or providing false information may result in I (we) certify to the best of my (our) knowledge that the odo	fines and/or imprisonment.	
Check one: Actual Mileage The Mileage stated is in EXCESS of the Mechan The odometer reading is not the actual Mileage.	nical Limits 5 housinds	miles (no tenths) Seller is a minorYesNo
I (we) warrant the title to be free of all liens.	WARNING Odometer Discrepand	If Yes, Minor Consent Form (BMV 3751) Required
Seller's Printed Name	X Seller's Signature	
NOTE TO NOTARY: All Blank spaces (including		
buyer's name and address) above must be	Seller's Printed Street Addre	SS CONTRACTOR OF THE CONTRACTO
completed before acknowledgement		
Notary: Subscribed and sworn to before me by	City	State Zip
On the day of 20 in the	county of	state of
(Notary Seal)	388	
My commission expires printed nam	ne .	Signature of (circle one
Clerk, Deputy Clerk of Courts, Notary X	Ni Ni	
Warning to buyer and seller. You are required by law to stat the Ohio Revised Code and is punishable by six months imp audited by the Department of Taxation. The seller and buyer m	risonment or a fine of up to on	e thousand dollars or both. All transfers are ested by the Department of Taxation.
BUYER ACKNOWLEDGEMENT OF ABOVE ODOMET	ER CERTIFICATION	
	X	
Buyer Printed Name	Buyer Signature	

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.



Got App? We Do! NOW Available on Android and iOS

AutoTitleNOW.com

BATCH	F	ranklin County Clerk.Franklin	y Cle	rk Ot Co	urts	JOB
AP	PLICATION(S) F					HICLE
		Ink. This form as				
HECK TYPE C	OF APPLICATION(S) Fee of \$5.00 for f	ailure	* * *	•	-
wner's Name					SSN/EIN	
wner's Address					nty: 🖵	
	er penalty of perjury the pplication(s) for the fol		(owner/	purchaser/lienl	nolder) of the followin	g described motor vehi
YEAR	VIN			Mo	ODEL	
BODY TYPE	MAKE			CC	ONVERSION	
CHECK APPROPRIAT	TE BOX BELOW FOR TITLE	E TYPE(S) DESIRED.				
ORIGINAL O	CERTIFICATE OF TI	TLE Evidence o	of owne	rship		
Annlicant aca	uired said motor vehicl	e by (state how acquire	ed)	1	MCO, Previous Title No., I	Registration, etc.
	of Previous Owner				Is seller a m	inor? \(\text{Yes} \) No
	ss of Previous Owner _				13 Seliei a III	103 1110
	is a full statement of a		vehicle.	If no lien, stat	e "none". If more than	one lien, attach state-
ment of all ad	ditional liens.					· ,
Lienholder		Addres	ss		-	
PURCHASE PRICE §	TRADE-IN	TAX BASE	G S	ROSS TAX DUE	VENDOR DISCOUNT	NET TAX
ax exemption: Yes	1 *	13	1.3		1 *	IOUSLY TO STATE OF:
	eck only one): Good G	Fair Poor Wrecked			\$	
DEALER'S PERMIT	NO			VENDOR'S NO.		
imprisonment and a fine	ed by law to state the true selli of up to one thousand dollars nent of Taxation. The buyer ma	or both. All transfers are aud	ited by th	e Department of Ta	of the Ohio Revised Code an xation. The seller and buyer	d is punishable by six months must provide any information
	CEDTIFICATE OF T	TITLE				
DUPLICATE	CERTIFICATE OF			1	naa baan	
Applicant star	tes that Certificate of ot been sold or disposed	l of except as stated be	low.			; that said motor en, destroyed
Applicant star vehicle has no The vehicle is	tes that Certificate of	l of except as stated be	low.		lost, stol	en, destroyed
Applicant starvehicle has no The vehicle is residing at	tes that Certificate of ot been sold or disposed	l of except as stated be	low.		lost, stol	t if said Certificate
Applicant star vehicle has no The vehicle is residing at of Title be her The following	tes that Certificate of the been sold or disposed in the possession of _ reby recovered by this g is a full statement of	of except as stated be applicant he will delive	er same	to the Clerk o	lost, stol	en, destroyed t if said Certificate
Applicant star vehicle has no The vehicle is residing at of Title be her The following	tes that Certificate of to been sold or disposed in the possession of reby recovered by this is a full statement of all additional liens.	of except as stated be applicant he will delive	er same	to the Clerk o	lost, stol	en, destroyed t if said Certificate
Applicant state vehicle has not the vehicle is residing at of Title be here. The following statement of a Lienholder of the vehicles of the vehicle of the vehicles of the ve	tes that Certificate of to been sold or disposed in the possession of reby recovered by this is a full statement of all additional liens.	applicant he will delive	er same	to the Clerk o	lost, stol and that f Courts for cancellatio e "none", if more than	en, destroyed t if said Certificate on.
Applicant state vehicle has not the vehicle is residing at of Title be here. The following statement of a Lienholder REPLACEM	tes that Certificate of the been sold or disposed in the possession of reby recovered by this is a full statement of all additional liens.	applicant he will delive all liens on said motor Addres OF TITLE for Certific	er same vehicle	to the Clerk o If no lien stat Title Number _	lost, stol and that f Courts for cancellatie e "none". if more than	en, destroyed t if said Certificate
Applicant state vehicle has not a vehicle has not a vehicle is residing at of Title be here. The following statement of a Lienholder REPLACEM MEMORANI	tes that Certificate of the been sold or disposed in the possession of _ reby recovered by this is a full statement of additional liens. ENT CERTIFICATE	applicant he will delive all liens on said motor Addres OF TITLE for Certific	er same vehicle asate ofate	to the Clerk o If no lien stat Title Number _	lost, stol and that f Courts for cancellatie e "none". if more than	en, destroyed t if said Certificate
Applicant state vehicle has not the vehicle is residing at of Title be here. The following statement of a Lienholder REPLACEM MEMORANI SALVAGE CI	tes that Certificate of the been sold or disposed in the possession of reby recovered by this is a full statement of all additional liens. ENT CERTIFICATE DUM CERTIFICATE	applicant he will delive all liens on said motor Addres OF TITLE for Certific OF TITLE for Certific TLE - Applicant states	er same vehicle asate ofate of	to the Clerk o If no lien stat Title Number _ original	lost, stol and that f Courts for cancellatie e "none". if more than	t if said Certificate on. one lien, attach
Applicant starvehicle has not the vehicle is residing at of Title be here. The following statement of a Lienholder REPLACEM MEMORANI SALVAGE CI Certificate of	tes that Certificate of on the been sold or disposed in the possession of	applicant he will delive all liens on said motor Addres OF TITLE for Certific OF TITLE for Certific TLE - Applicant states	er same vehicle ss atte of 'that the	to the Clerk o If no lien state Title Number _ Title Number _ original has been	lost, stol and that f Courts for cancellatic e "none", if more than	en, destroyed t if said Certificate on. one lien, attach
Applicant starvehicle has not the vehicle is residing at of Title be here. The following statement of a Lienholder REPLACEM MEMORANI SALVAGE CI Certificate of pplicant's signature.	tes that Certificate of on the been sold or disposed in the possession of	applicant he will delive all liens on said motor Addres OF TITLE for Certific OF TITLE for Certific TLE - Applicant states	er same vehicle isatte ofthat the	to the Clerk o If no lien stat Fitle Number _ Fitle Number _ original has been	lost, stol and that f Courts for cancellatic e "none". if more than surrendered to the Cl	en, destroyed t if said Certificate on. one lien, attach erk of Courts.

State of Ohio	
County of	;\$\$
	MINOR CONSENT FORM 4505.031 O.R.C.
	uardian, or other person having custody for a minor to acquire o ehicle in a minor's name.
I,	hereby certify that I am the (pa
guardian, or other pe	erson having custody) of
a minor, whose date	erson having custody) of and hereby grant consent to said minor) the following described motor vehicle.
a minor, whose date to (acquire, dispose of	of birth is and hereby grant consent to said minor) the following described motor vehicle.
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL #
a minor, whose date to (acquire, dispose of YEAR MAKE	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL
a minor, whose date to (acquire, dispose of YEAR MAKE	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL
a minor, whose date to (acquire, dispose of YEAR MAKE	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL Signature of parent, guardian, or other person having customs.
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL Signature of parent, guardian, or other person having customs.
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL Signature of parent, guardian, or other person having customs.
a minor, whose date to (acquire, dispose of YEAR	of birth is and hereby grant consent to said minor) the following described motor vehicle. MFG'S SERIAL # MODEL Signature of parent, guardian, or other person having custin my presence on this of

OHIO BUREAU OF MOTOR VEHICLES

AFFIDAVIT FOR DESIGNATION OF BENEFICIARY OR BENEFICIARIES BY THE SOLE OWNER FOR A MOTOR VEHICLE, WATERCRAFT OR OUTBOARD MOTOR CERTIFICATE OF TITLE. ORC. 2131.13(A)

owner of the vel	hicle, watercraft
	DATE OF BIRTH
STATE	ZIP CODE
·	DATE OF BIRTH
STATE	ZIP CODE
	DATE OF BIRTH
STATE	ZIP CODE
'	
	_ ·
nmission Expires	s on
nm	ission Expires

BMV 3811 7/02

DO NOT DETACH FROM TITLE ERASURES & ALTERATIONS VOID THIS STATEMENT STATE OF OHIO

SELLER'S AFFIDAVIT

ODOMETER READING DISCLOSURE STATEMENT (TYPE OR PRINT IN INK)

NOTICE TO TRANSFER OR: 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:	DATE20
YEAR	_MFR'S SERIAL NO	
MAKE	MODEL	
BODY TYPE		
PURCHASER'S NAME		
I (we) certify that the miles.	mileage registered on this vehicle	e at the time of assignment is
☐ To the best of my (our ☐ The Odometer reading miles;	IE FOLLOWING STATEMENTS Knowledge the, Odometer reading references of the design knowledge, the Odometer reading is	flects the actual mileage: gned mechanical limit of 99,999
☐ The Odometer of this	LOWING, I (WE) CERTIFY THAT, WHILE rehicle was not altered, set back, or dis rehicle was repaired or replaced.	
	X	
	(TRANSFEROR'S SIG	NATURE)
Sworn to and subscrib	ed in my presence by	
this day	of20	
SEAL	My Commission expi	ires 20
	(CLERK, DEPUTY C	LERK OF COURTS NOTARY)
		COC-ATMV-03 (Rev. 6/01)

ERASURES & ALTERATIONS VOID THIS STATEMENT

STATE OF OHIO APPLICANT'S AFFIDAVIT ODOMETER READING DISCLOSURE STATEMENT

(TYPE OR PRINT IN INK) This form available electronically at our website clerk.franklincountyclerk.gov

NOTICE TO APPLICANT FOR CERTIFICATE OF TITLE: YOU ARE REQUIRED BY LAW TO ENTER ALL INFORMATION REQUIRED HEREIN, INCLUDING THE ODOMETER READING OF THIS 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,			
YEAR			
MAKE			
BODY TYPE			
PURCHASER'S NAME			
CHECK ONE OF THE FOLLOWIN	, ,		
I (we) have made every effort motor vehicle to obtain the od			
I (we) obtained ownership of Sections 4505.10; 4505.101; transfer of ownership was not owner.	4513.60; 4513.61; or 4513.	62 of the Revised	Code, and at the time of
The above described motor evidenced by a salvage cert province, or country and (Cl ☐ To the best of my (our) known in the odometer reading remiles. ☐ To the best of my (our) known be relied upon.	ificate of title, or □ was properties. HECK ONE OF THE FOLL owledge, the odometer readiflects mileage in excess of	eviously registere LOWING): ng reflects the act the designed m	ed/titled in another state, tual mileage; echanical limit of 99,999
I (we) certify that the mileage regist title is miles.	tered on the odometer of this	s motor vehicle at	the time of application for
		APPLICANT'S	SIGNATURE
Sworn to and subscribed in my	oresence by		
this day of			
22, 3			
	My Commission ex	pires	20
SEAL			
	(CI	FRK DEPLITY CLERK	OF COURTS — NOTARY)
APPLICANT'S AFFIDAVI	,	,	,
VI I FIAVILL A VILINALI	•	COC-A	TMV-04 (Rev. 1-2016)

IN THE COURT OF COMMON PLEAS, Fr	anklin	COUNTY, OHIO
CLERK OF	COURTS	
SURVIVING SPO	USE AFFIDAVIT	
Ohio Revised Code (R.C.) Se	ections 2106.18 and 4505.10	
In the matter of the Estate of	DATE <u>4/6/2017</u>	7
John Q. Public		
Decedent Decedent		
~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	SS	
COUNTY OF Franklin		
<u></u>		
I, having been duly cautioned and sworn, hereby state the		
John Q. Public (
February , 20 17 ; 2 accurately described below; 3) if more than one of the De		
the surviving spouse, the combined, approximate value o automobile described below is not being transferred purs disposed of by will; and 5) I am entitled to said automobile	uant to R.C. sections 2131.12 or	2131.13 or otherwise
<u>Vehicle</u>	N	
VIN: 12345678901234567 Make: Chevrolet	Check here if more than one transferred pursuant to R.C	
Model Description: Impala	transferred paredam to 1.43	
Year: 2014		
Ohio Title Number: 2507000000 Approximate Value \$ 17,000.00		
7.500.00		
Surviving Spouse Signature:		
Sworn to before me and subscribed in my presence this	6 day of April	20 17 .
(seal)	Clerk of Courts – Deputy Clerk	of Courts - Notany
		•
	My commission expires:	_

BMV 3773 3/17 [17601081]



State of Ohio
Department of Natural Resources
DIVISION OF WATERCRAFT
4435 Fountain Square Drive
Columbus, Ohio 43224-1300

WATERCRAFT OR OUTBOARD MOTOR AFFIDAVIT OF OWNERSHIP

This form must be surrendered to the Clerk of	Courts if watercraft is titled.	
Please print or type:		
Owner Name	MIDDLE INITIAL	
		LAST
Street Address		
City	State	Zip Code
The above named individual being first duly s described watercraft or outboard motor.	sworn, says that he or she is the	lawful owner or purchaser of the following
Year Model		Length
Make of Watercraft		
Manufacturer's <u>H</u> ull <u>I</u> dentification <u>N</u> umber (Serial N	Number)	
Make of Motor(s)	Motor Serial N	umber(s)
Horsepower		
How, when and from who was the above acquired		
The following is a full statement of all liens, mortga		nere:
NAME OF LIEN HOLDER		
	; State of Ohio. County o	f
OWNER'S SIGNATURE		
	Sworn to before me and	d subscribed in my presence thisday of
	N	NONTH YEAR
		NOTARY PUBLIC
	My commission expires	

Notarizing an Ohio Title – General Guidelines

This booklet is intended to serve as a general guideline for notarizing Ohio Title Documents.

Please contact us at our Dedicated Title Help Line at (614) 525-3090 if you have specific inquiries not addressed in this booklet.



Franklin County Clerk of Courts

Administration Offices

(614) 525-3600 373 S. High Street, Fl. 23 Columbus, OH 43215

General Division/Civil Section

(614) 525-3621 345 S. High Street, Fl. 1B Columbus, OH 43215

Title Locations

Dedicated Title Help Line (614) 525-3090 www.franklincountyautotitle.com www.autotitlenow.com

Please direct all auto-title related mailings and correspondence to the Main Branch.

Main Branch - Title South

Great Southern Shopping Center 45 Great Southern Boulevard Columbus, OH 43207

Title East

Alum Creek Service Center 1583 Alum Creek Dr. Columbus, OH 43209

Title North

980 Morse Road Columbus, OH 43229

Title West

Hollywood Plaza 4153 West Broad Street Columbus, OH 43228



Franklin County Clerk of Courts Auto Title Division-Main Branch Office 45 Great Southern Blvd. Columbus, OH 43207