

AUTO TITLE GENERAL INFORMATION

The information listed below is intended to provide answers to some commonly asked questions. As title procedures and requirements may vary, please call our office for more information before stopping in.

WHEN BUYING A VEHICLE

Never accept a title with erasures or alterations on a Certificate of Title. If the title has been altered, it becomes null and void and a replacement title will have to be obtained. Do not fill in any part of the assignment on the reverse side of the title unless it is done in the presence of a Notary Public or another duly authorized officer with power to administer oaths. All signatures must be notarized. If two names appear on the title, both signatures are required for all transactions in the State of Ohio. It is required that a photo I.D. or Driver's License be presented at the time of transfer. The Certificate of Title must be procured within 30 days after the assignment or it will be subject to a late fee of \$5.00. Always check the serial number on the vehicle to make sure it corresponds with the serial number on the Certificate of Title.

WHEN SELLING A VEHICLE

Do not execute the assignment on the reverse side of the title until a bona fide sale has been made. The seller is required to enter the buyer's name and address, true selling price and the odometer reading. Initials or "nicknames" are not acceptable. Use full legal name. The seller's signature must be notarized.

POWER OF ATTORNEY

- No person can sign for another person without a notarized power of attorney form.
- A minor cannot give someone power of attorney.
- A person who has been given power of attorney cannot, in turn, give that power to anyone else.
- If a person who has given another individual power of attorney dies, the power of attorney is no longer valid.

DUPLICATE TITLE

If the original title is lost or destroyed, a Duplicate Certificate of Title may be obtained. If, after issuance of Duplicate, the original is recovered, the original must be returned to the Title Office for cancellation.

WHEN THERE IS A MORTGAGE ON YOUR VEHICLE

When a vehicle is used as collateral for a loan, a Memorandum Certificate of Title will need to be obtained in order to get plates and registration. Upon satisfaction of the mortgage, the owner will either receive the original Certificate of Title from the lending institution showing that the lien is cancelled, or a letter stating that there is no lien, which can be used to obtain a Duplicate Certificate of Title.

MEMORANDUM CERTIFICATE OF TITLE

A Memorandum Certificate of Title is issued for the purpose of obtaining license plates and registration when the original title is held by a lien holder. Transfer of ownership of a motor vehicle cannot be procured with a Memorandum Certificate of Title.

TRAILERS

Commercial trailers or semi-trailers weighing 4001 pounds or more are required to have a Certificate of Title. To sell, transfer or mortgage such trailers the Certificate of Title must be presented.

A Certificate of Title is not required on any utility trailers that weigh 4000 pounds or less. To obtain license plates please contact any deputy registrar's office.

RECREATIONAL VEHICLES

All motor homes and travel trailers are required to be titled. To sell, transfer or mortgage such recreational vehicles, the Certificate of Title must be presented.

MANUFACTURED HOME

The owner of a manufactured home is required to obtain a Certificate of Title. All manufactured home titles must have a "transfer approval stamp" from the County Treasurer's Office where the manufactured home is located before transferring. The transfer is done in the same manner as a motor vehicle title.

OFF ROAD MOTORCYCLES AND ALL TERRAIN VEHICLES

As of July 1, 1999, a Certificate of Title is required for off road motorcycles and all terrain vehicles. Please contact us for information regarding this requirement.

UTILITY VEHICLE – GOLF CARTS – UNDER-SPEED VEHICLES – MINI TRUCKS

The authorization to operate these vehicles on public roads is at the discretion of the local authority of the jurisdiction where the vehicle will be operated (see ORC 4511.215). Please contact local law enforcement in the city, township, village or other jurisdiction for applicable laws. These vehicles can only be driven on roads of 35 mph or less.

Must provide proof of ownership such as Manufacturer's Certificate of Origin (MCO), assigned title from this state or another state, bill of sale from a retail business or individual, sworn statement of ownership or other evidence required by law of another state from which the vehicle was brought into this state.

WHEN PURCHASING A VEHICLE FROM OUT OF STATE

When purchasing a vehicle that is currently titled in another state, make sure that the seller completes the assignment on the out of state title. If that state requires a notary, their signature will need to be notarized.

An out of state inspection is required. This is a physical inspection that can be obtained by an authorized new or used car dealer in Ohio or any Deputy Registrar.

WHEN MOVING TO OHIO FROM ANOTHER STATE

When moving to Ohio from another state, the out of state title will need to be transferred to an Ohio title to obtain Ohio license plates. An out of state inspection is required. This is a physical inspection that can be obtained by an

authorized new or used car dealer in Ohio or any Deputy Registrar. If the vehicle is mortgaged, we will need to contact the lien holder to have the non Ohio title sent to our office for transfer.

We will need the following information:

- Name and address of the lien holder
- Account number
- Year, make, model and vehicle identification number of the vehicle
- Owner's name, address and phone number for contacting when the title is received

SALVAGE VEHICLE

To convert a salvage title to a regular title, an inspection must be completed by the State Highway Patrol. The application for the inspection may be purchased at the Bureau of Motor Vehicles.

JUNK VEHICLE

When an automobile has been dismantled or destroyed, or the character has been changed so that it is no longer a complete vehicle, the title must be surrendered to the Clerk of Courts for cancellation. If the vehicle is taken to a junk yard, the title will need to be assigned to the junk yard.

CHANGE OF NAME

When a name is changed through marriage or other court proceedings, the name on the Certificate of Title cannot be changed. There is no authority in the law to issue a new title, in a new name, for the same vehicle.

MINOR CONSENT FORM

A minor consent form is required to be signed by a parent or legal guardian for anyone under 18 years of age wanting to acquire or dispose of a motor vehicle.

SURVIVING SPOUSE

Upon the death of a spouse, the surviving spouse may take title to an unlimited number of motor vehicles into their name, as long as the combined vehicle value does not exceed \$65,000.00. The surviving spouse may also take title to one watercraft and one outboard motor. The death certificate is required.

WITH RIGHTS OF SURVIVORSHIP (WROS)

A motor vehicle can be titled to two owners as joint tenants with rights of survivorship. The title would read John Doe and Jane Doe WROS. While both owners are living, both owners are required to sign to obtain title and to sell. If one owner passes away, the survivor will need to present the title and death certificate to transfer title into their name.

TRANSFER ON DEATH (TOD)

An individual (sole owner only) who has title to a motor vehicle may designate a beneficiary or beneficiaries of the motor vehicle. If the owner passes away, the beneficiary or beneficiaries would need to present the title and death certificate to transfer the title into their name(s).

WATERCRAFT TITLE GENERAL INFORMATION

The information listed below is intended to provide answers to some commonly asked questions. As watercraft title procedures and requirements may vary, please call our office before stopping in.

BOAT OR MOTOR

A Certificate of Title is required for all boats 14 feet in length or greater and all outboard motors with 10 horsepower or greater. Canoes and kayaks are exempt. Jet skis less than 14 feet in length with a permanently affixed mechanical means of propulsion of 10 horsepower or more are required to be titled.

12 CHARACTER HULL IDENTIFICATION NUMBER

Effective July 4, 2002, all watercraft are required to have a 12 character hull identification number. If a watercraft is purchased that does not have a 12 character hull identification number, contact our office for information on the proper procedure to obtain one.

WHEN BUYING A BOAT OR MOTOR

Never accept a title with erasures or alterations on a Certificate of Title. If a title has been altered, it becomes null and void and a replacement title will have to be obtained. Do not fill in any part of the assignment on the reverse side of the title unless it is done in the presence of a Notary Public or another duly authorized officer with power to administer oaths. All signatures must be notarized. If two names appear on the title, both signatures are required for all transactions in the State of Ohio. It is required that a photo I.D. or Driver's License be presented at the time of transfer. The Certificate of Title must be procured within 30 days after the assignment or it will be subject to a late fee of \$5.00. Always check the serial number on the boat or motor to make sure it corresponds with the serial number on the Certificate of Title.

WHEN SELLING A BOAT OR MOTOR

Do not execute the assignment on the reverse side of the title until a bona fide sale has been made. The seller is required to enter the buyer's name, address and true selling price. Initials or "nicknames" are not acceptable. Use full legal name. The seller's signature must be notarized.

SURVIVING SPOUSE

Upon the death of a spouse, the surviving spouse may take title to one watercraft and one outboard motor. The death certificate is required.

PERSONAL WATERCRAFT

- Effective January 1, 2000, watercraft less than 14 feet in length with a permanently affixed mechanical means of propulsion is required to be titled. (This includes wave runners, jet skis, etc.)
- Exception: A watercraft less than 14 feet in length with a permanently affixed means of propulsion of less than 10 horsepower as determined by the manufacturers rating is not required to be titled.
- If the above mentioned watercraft was owned prior to January 1, 2000, no title is required until it is mortgaged, sold or otherwise disposed of. If a title has not been previously issued in Ohio, the owner may present a manufacturers statement of origin or a sworn statement of ownership.
- For out of state watercraft, the owner may present a certificate of title, bill of sale, or other evidence of ownership required by the law of another state from which the watercraft came.

MOTOR VEHICLE, WATERCRAFT & MANUFACTURED HOME FEE SCHEDULE

Payments may be made by cash, check, certified check or money order.

Make checks payable to: **Linda H. Frary, Clerk of Courts**

MOTOR VEHICLE TITLE FEES

Certificate of Title \$15.00

Duplicate Certificate of Title \$15.00

Memorandum Certificate of Title \$5.00

Notarization Fee \$1.00

Out-of-State Inspection Fee \$1.50

Salvage Title \$4.00

Thirty (30) Day Late Filing Fee \$5.00

Richland County Sales or Use Tax Rate 7.0%

WATERCRAFT TITLE FEES

Certificate of Title \$15.00

Duplicate Certificate of Title \$15.00

Memorandum Certificate of title \$5.00

Salvage Title \$15.00

Thirty (30) Day Late Filing Fee \$5.00

Richland County Sales or Use Tax Rate 7.0%

MANUFACTURED HOME FEES

Certificate of Title \$15.00

Duplicate Certificate of Title \$15.00

Memorandum Certificate of Title \$5.00

Archive Fee \$5.00

Salvage Title \$4.00

Thirty (30) Day Late Filing Fee \$5.00