

A GUIDEBOOK FOR NOTARIZING OHIO TITLE DOCUMENTS



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Automobile and Watercraft Department
1261 Superior Ave
Cleveland, Ohio 44114
216 - 443 - 8900

Automobile and Watercraft Title Office Locations

Main Office

1261 Superior Ave.
Cleveland, OH. 44113
Ph: 216 - 443-8900

Hours:

Monday – Friday 9:00am to 4:30pm

Southgate Branch

21100 Southgate Park Blvd., Ste. 101
Maple Hts., OH 44137
Ph: 216 - 475-6855

Hours:

Monday - 8:30am - 4:30pm

Tuesday - 8:30am - 4:30pm

Wednesday - 8:30am - 4:30pm

Thursday - Closed

Friday 8:30am - 4:30pm

Saturday 8:30am - 1:00pm

Parma Branch

12100 Snow Rd., Ste. 15
Parma, OH. 44130
Ph: 440-888-7050

Hours:

Monday – 9:00am to 4:30pm

Tuesday 9:00am to 1:30pm

Wednesday 8:30am to 6:30pm

Thursday – Friday 9:00am to 4:30pm

Great Northern Branch

5069 The Arcade

Great Northern Shopping Center

North Olmsted, OH. 44070

Ph: 440-777-4060

Hours:

Monday 9:00am to 4:30pm

Tuesday 8:30am to 6:30pm

Wednesday – Closed

Thursday – Friday 9:00am to 4:30pm

Saturday 8:30am to 12:30pm

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 Ohio Clerk of Courts Association 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 contact your local county Clerk of Courts' Title Office for guidance.

OHIO CERTIFICATE OF TITLE

STATE OF OHIO No.

VOID

<p>LIEN DISCHARGE Lienholder _____</p> <p>by: _____ date _____ Authorized signature</p> <p>CLERK OF COURTS LIEN CANCELLATION by: _____ date _____ Deputy Clerk</p>	<p>LIEN DISCHARGE Lienholder _____</p> <p>by: _____ date _____ Authorized signature</p> <p>CLERK OF COURTS LIEN CANCELLATION by: _____ date _____ Deputy Clerk</p> <p style="text-align: center;">(SEAL)</p>
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12788445

[Barcode]

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS.

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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, owner(s) on the front of the title 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 with that entity:
 - ABC Trucking Company, John F. Rees, Fleet Mgr.
 - Dixie Candy Corp, Dennis T. Dix, Owner
 - Abel Family Trust, Carol A. Abel, Trustee
 - Estate of Mary Scott, James E. Scott, Executor
- 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 the Clerk of Courts Title Office) 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
- The Ohio ORC #4505.02 requires each applicant to present an official photo ID.

Please contact your local Clerk of Courts' Title Office if you have additional inquiries.

APPLICATION(S) FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE
(Type or Print in Ink)

CHECK TYPE OF APPLICATION(S) Fee of \$5.00 for failure to apply for title within 30 days of assignment.

PRIMARY APPLICANT'S NAME	SSN/EIN
PRIMARY APPLICANT'S ADDRESS	
SECONDARY APPLICANT'S NAME	SSN/EIN
SECONDARY APPLICANT'S ADDRESS	

Hereby declares under penalty of perjury that he/she is the lawful (owner/purchaser/lien holder) of the following described motor vehicle and hereby makes application for the following:

ORIGINAL CERTIFICATE OF TITLE Evidence of ownership _____
MCO, Previous Title No., Registration, etc.

Applicant acquired said motor vehicle by (state how acquired) _____

from: Name of Previous Owner _____
Address of Previous Owner _____

The following is a full statement of all liens on said motor vehicle. If no lien state "none", if more than one lien, attach statement of all additional liens.

Lien Holder _____ Address _____

DUPLICATE CERTIFICATE OF TITLE

Applicant states that Certificate of Title Number _____ has been _____ ;
that said motor vehicle has not been sold or disposed of except as stated below: _____
lost, stolen, destroyed

The vehicle is on the possession of _____
residing at _____ and that if said Certificate of Title be hereby
recovered by this applicant he will deliver same to the Clerk of Courts for cancellation.

The following is a full statement of all liens on said motor vehicle. If no lien state "none", if more than one lien, attach statement of all additional liens.

Lien Holder _____ Address _____

REPLACEMENT CERTIFICATE OF TITLE for Certificate of Title Number _____

MEMORANDUM CERTIFICATE OF TITLE for Certificate of Title Number _____

SALVAGE CERTIFICATE OF TITLE

Applicant states that the original Certificate of Title Number _____
has been surrendered to the Clerk of Courts.

YEAR	VIN	MODEL
BODY TYPE	MAKE	CONVERSION
PURCHASE PRICE \$	TRADE IN AMOUNT \$	SALES/USE TAX \$
VENDOR'S NUMBER	PERMIT NUMBER	SALES CREDIT AMOUNT \$
CONDITION OF VEHICLE (Check only one) <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR <input type="checkbox"/> WRECKED		
TAX EXEMPTION: <input type="checkbox"/> YES REASON _____		

Warning: You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars or both. All transfers are audited by the Department of Taxation. The seller and buyer must provide any information requested by the Department of Taxation. The buyer may be assessed any additional tax found to be due.

Applicant's signature _____

Sworn to and subscribed in my presence by _____
this _____ day of _____ 20 _____

(Seal) Clerk, Deputy of Clerk of Courts - Notary _____



State of Ohio
County of _____ :SS

MINOR CONSENT FORM
4505.031 O.R.C.

Consent of parent, guardian, or other person having custody for a minor to acquire or dispose of a motor vehicle in a minor's name.

I, _____ hereby certify that I am the (parent, guardian, or other person having custody) of _____
a minor, whose date of birth is _____ and hereby grant consent to said minor to (acquire, dispose of) the following described motor vehicle.

YEAR _____ MFG'S SERIAL # _____
MAKE _____ MODEL _____
BODY TYPE _____

Signature of parent, guardian, or other person having custody

Sworn to and subscribed in my presence on this _____ of _____ .

Clerk of Deputy Clerk of Courts – Notary Public

My commission expires on _____ .



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)

I being first duly sworn, state as follows:

I _____ being the sole owner of the vehicle, watercraft or outboard motor described, Year _____ Make _____ VIN/MIN _____ Title Number _____

Do designate this vehicle, watercraft or outboard motor to:

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH
STREET ADDRESS	CITY	STATE ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH
STREET ADDRESS	CITY	STATE ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH
STREET ADDRESS	CITY	STATE ZIP CODE

Sworn to before me in the State of _____ and county of _____ on this _____ day of _____, 20_____.

X _____
APPLICANT / OWNER SIGNATURE

X _____ My Commission Expires on _____
NOTARY / DEPUTY SIGNATURE

State of Ohio - Seller's Affidavit

Erasures or Alterations Void This Statement

ODOMETER READING DISCLOSURE STATEMENT

Notice to Transfer: 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 .

• TYPE OR PRINT IN INK

State of Ohio, _____ County SS: Date _____, 20_____

Year _____ Mfr's Serial No. _____

Make _____

Purchaser's Name _____

I (we) certify that the mileage registered on this vehicle at the time of assignment is _____ miles.

• CHECK ONE OF THE FOLLOING STATEMENTS. I (WE) CERTIFY THAT:

- l:l To the best of my (our) knowledge, the Odometer reading reflects the actual mileage;
- l:l The Odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles.
- l:l To the best of my (our) knowledge, the Odometer reading is not the actual mileage and should not be relied upon .

• CHECK ONE OF THE FOLLOING. I (WE) CERTIFY THAT, WHIIE IN MY (OUR) POSSESSION:

- l:l The Odometer of this vehicle was not altered, set back, or disconnected;
- l:l The Odometer of this vehicle was repaired or replaced.

x _____
TRANSFEROR'S SIGNATURE

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____. My commission expires, _____ 20_____.

SEAL

All information must be entered before notarization.

(CLERK, DEPUTY CLERK OF COURTS - NOTARY)

ERASURES & ALTERATIONS VOID THIS STATEMENT
STATE OF OHIO
APPLICANT'S AFFIDAVIT
ODOMETER READING DISCLOSURE STATEMENT

(TYPE OR PRINT IN INK)

NOTICE TO APPLICANT FOR CERTIFICATE OF TITLE: 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: DATE _____
YEAR _____ MFR'S SERIAL NO. _____
MAKE _____ MODEL _____
BODY TYPE _____
PURCHASER'S NAME _____

CHECK ONE OF THE FOLLOWING STATEMENTS. I (WE) CERTIFY THAT:

- I (we) have made every effort possible and cannot locate the previous owner of the above described motor vehicle to obtain the odometer statement required by Section 4505.08 of the Revised Code.
- I (we) obtained ownership of the above described motor vehicle by operation of law pursuant to Section 4505.10; 4505.101; 4513.60; 4513.61 or 4513.62 of the Revised Code, and at the time of transfer of ownership was not able to obtain a statement of the odometer reading from the previous owner.
- The above described motor vehicle (CHECK ONE) is newly self-assembled, is presently evidenced by a salvage certificate of title, or was previously registered/titled in another state, province, or country and (CHECK ONE OF THE FOLLOWING):
 - To the best of my (our) knowledge, the odometer reading reflects the actual mileage;
 - The odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles;
 - To the best of my (our) knowledge, the odometer reading is not the actual mileage and should not be relied upon.

I (we) certify that the mileage registered on the odometer of this motor vehicle at the time of application for title is _____ miles.
(Must be Completed)

X

(APPLICANT'S SIGNATURE)

Sworn to before me and subscribed

In my presence the _____ day of _____ 20_____
(Seal)

Clerk – Deputy Clerk – Notary Public

My commission expires _____ 20____.

APPLICANT'S AFFIDAVIT

IN THE COURT OF COMMON PLEAS, _____ COUNTY, OHIO

CLERK OF COURTS

AFFIDAVIT

SECTION 2106.18

DATE _____

In the matter of the Estate of _____

Deceased

STATE OF OHIO)
COUNTY OF _____) SS

The undersigned, being duly sworn, says that _____ he is the surviving spouse of _____ who died on the _____ day of _____, 20____; that said decedent owned the automobile(s) described below. If two automobiles are to be transferred under this section the combined approximate value of the two automobiles is less than \$40,000; said automobile(s) is not otherwise disposed of by Will; and the affiant is entitled to said automobile(s) pursuant to Ohio Revised Code Section 2106.18. The following are the only automobile(s) to be transferred under this Section:

Auto 1

Auto 2

Year
Mfg. Serial #
Make
Body Type
Model
Ohio Cert. of Title #
Approximate Value \$

Year
Mfg. Serial #
Make
Body Type
Model
Ohio Cert. of Title #
Approximate Value \$

Surviving Spouse

Sworn to before me and subscribed in my presence this _____ day of _____ 20____.

Clerk, Deputy Clerk of Courts-Notary



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 _____
FIRST MIDDLE INITIAL LAST

Street Address _____

City _____ State _____ Zip Code _____

The above named individual being first duly sworn, says that he or she is the lawful owner or purchaser of the following described watercraft or outboard motor.

Year _____ Model _____ Length _____

Make of Watercraft _____

Manufacturer's Hull Identification Number (Serial Number) _____

Make of Motor(s) _____ Motor Serial Number(s) _____

Horsepower _____

How, when and from who was the above acquired? _____

The following is a full statement of all liens, mortgages, or encumbrances on said boat or motor: _____

_____ If none, state here: _____
NAME OF LIEN HOLDER

_____ State of Ohio, County of _____
OWNER'S SIGNATURE

Sworn to before me and subscribed in my presence this _____ day of

_____ MONTH _____ YEAR

_____ NOTARY PUBLIC

My commission expires _____

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

Your county Clerk of Courts' Title office can assist you in answering more specific questions, or in addressing items specific to your county of residence.

Notes