



Welcome to Ohio!

Instructions for Transferring Your Out-of-State Title with a Lien or Lease to an Ohio Title

The attached form is used for requesting that your lienholder or leasing company forward your out-of-state title and other necessary documentation to one of our offices. Please follow the below steps to ensure that this process is completed correctly and smoothly.

1. Complete the *Title Information* portion of the attached form and select the location where you would like your documents sent. *Ensure that you include your phone number.*
2. Mail or fax the completed form to your lienholder or leasing company.
3. Once your lienholder or leasing company has confirmed that the title has been sent, please follow up with the office where your title was sent. A representative will inform you of any additional documentation needed or let you know that your title is ready to be processed.
4. An out-of-state motor vehicle inspection is required to apply for an Ohio title. Inspections can be completed at any Ohio BMV license bureau. The inspection verifies the year, make, model and serial number of your vehicle. Because the inspection is only valid for 30 days, it is suggested that you wait to have this completed until you have verified that your title is ready to be processed.
5. If the title is in two names, both owners must be present to apply for the Ohio title. An owner may authorize another person to apply for a title on their behalf with a notarized power of attorney (available at any Auto Title Bureau location, at cuyahogacounty.gov or at ohiobmv.gov). *Note:* If your car is leased, the party appointed as power of attorney for the leasing company must apply for the title.
6. Any changes of ownership (adding a new owner or removing a current owner) must be approved by your lienholder. A letter of permission is required from your lienholder requesting the changes be made.

For more information regarding Ohio license plates or driver's licenses, contact the Ohio Bureau of Motor Vehicles at (614) 752-7500 or your local BMV License Bureau.

If you have any questions regarding your certificate of title, please contact your local Cuyahoga County Auto Title Division office or email us at autotitledivision@cuyahogacounty.us.



Lienholder or Leasing Company:

Your customer has moved to the State of Ohio and is requesting to have their out-of-state title converted to an Ohio title. In accordance with the Ohio Revised Code, the original certificate of title must be sent to our office to begin the conversion process. **Please forward the original title along with this form to the branch selected by your customer, certified mail is preferred:**

1585 Golden Gate Plaza
Mayfield Hts., OH 44124
(216) 443-7149

2079 E. 9th St., 3rd Floor
Cleveland, OH 44115
(216) 443-8900

22121 Rockside Road
Bedford, OH 44146
(216) 475-6855

12100 Snow Rd., Suite 15
Parma, OH 44130
(440) 888-7050

27029 Brookpark Rd. Extension
North Olmsted, OH 44070
(440) 777-4060

Note: If the title is in a leasing company's name, the following is needed in order for your customer to obtain an Ohio title and registration:

- Leasing company permit number (LD# or 99#) _____ Federal Tax I.D. # _____
- Two (2) notarized Powers of Attorney giving your customer authority to execute the title transaction and obtain registration

The original Ohio Certificate of Title will be sent to the lienholder or leasing company upon completion. A memorandum Certificate of Title will be issued to your customer in order to obtain Ohio license plates.
LIENHOLDER: Please notify your customer when requested documents are sent.

TITLE INFORMATION

(TO BE COMPLETED BY VEHICLE OWNER)

Lienholder or Leasing Company Name: _____

Lienholder or Leasing Company Address: _____

Lienholder Fax Number: _____

Account Number Associated with Lien or Lease: _____

Owner's Name: _____ Owner's Telephone Number: _____

**If the owner's name is different on title due to marriage, divorce, or court entry, a letter of permission from lienholder is required to change the name on the new title.*

Owner's Address: _____

Vehicle Information:

Year: _____ Make: _____ Model: _____ Body Type: _____

Vehicle Identification Number (VIN): _____

Date Form Was Submitted: _____

ATTENTION: When notified by your lienholder that your non-Ohio title has been forwarded, please call the number of the location you indicated above to verify receipt of documentation. This may save you an unnecessary trip.