

**Maureen G. Kelly
Lake County Clerk of Courts**

TRANSFERRING AN OUT OF STATE TITLE WITH A LIEN TO AN OHIO TITLE

1. Complete the attached form letter.
2. Mail or fax the completed letter to your lien holder.
3. Call the Lake County Title Bureau approximately ten days after the form is mailed to see if we have received the original title and security agreement.
4. When we have received the original title, the owner must bring an Out of State Inspection and their driver's license to one of the title offices to apply for an Ohio title. Most new car dealers or Deputy Registrars (License Bureau) can complete the Out of State Inspection. (This inspection verifies the serial number, year, make and model of your vehicle.)
5. An Out of State Inspection is valid for **30 days**.

NOTE:

- If the title is in two names, both owners must apply for the Ohio title. If one of the owners is unable to come to our office, they may authorize another person to apply on their behalf with a NOTARIZED Power of Attorney.
- In certain instances, additional paperwork may be required. Please call our office for further information **PRIOR** to mailing the attached form. (The procedure for leased vehicles, vehicles without a lien, vehicles from other countries, etc., will vary.)
- For information on obtaining Ohio license plates, contact your local License Bureau.

**Please call the Lake County Title Bureau at either
440-350-2579 (East office in Perry) or
440-918-3425 (West office in Wickliffe)
for additional information.**

Title Office East

2736 North Ridge Road Unit 6
Painesville OH 44077

(located at the corner of Lane Road and Rt. 20 in Perry)

440-350-2579

Monday – Friday 8:00 A. M. to 4:30 P.M.

Tuesdays – open till 6 P.M.

Saturdays – 8:00 A. M. to 12 noon

Title Office West

30188 Euclid Avenue
Wickliffe OH 44092

440-918-3425

Monday – Friday 8:00 A. M. to 4:30 P.M.

Tuesdays – open till 6 P.M.

Saturdays – 8:00 A. M. to 12 noon

