

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

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 6:30 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 6:30 P.M.

Saturdays – 8:00 A. M. to 12 noon

Transferring a 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 dealer or Deputy Registrar at a License Bureau can complete the Out of State Inspection. (This inspection verifies the serial number, year, make and model of your vehicle.) 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 or to check if your paperwork
has been received.**

Maureen G. Kelly
Lake County Clerk of Courts

Loan Company: _____

Address: _____

ATTENTION LIEN HOLDER

Your customer is transferring a motor vehicle title to the State of Ohio. In order to do so, please forward the following documents to:

Title Office East
Lake County Title Bureau
2736 North Ridge Road #6
Painesville OH 44077
440-350-2579

Title Office West
Lake County Title Bureau
30188 Euclid Ave
Wickliffe, Ohio 44092
440-918-3425

Documents needed:

1. Original Certificate of Title or Ownership Certificate from your state.
2. Original or certified copy of the original security agreement or mortgage papers completed with all assignments (optional *except* for issuance of repossession titles).
3. Complete name, address and telephone number of lienholder.
4. If this is a leased vehicle, a leasing exemption number issued by the state of Ohio is **required**.

Owner's Name: _____

Telephone Number: _____

Address: _____

Out of State title to be converted to an Ohio title for a:

Year: _____ Make: _____ Body Type _____

Serial No. _____ Account # _____

The Original Ohio Certificate of Title with your mortgage note thereof will be returned to you. A Memorandum Certificate of Title which may be used only to procure Ohio License Plates will also be issued to your mortgage. Please notify the mortgagor as soon as the necessary papers are sent.

The above is in accordance with section 4504.14 of the Ohio Revised Code. All necessary papers according to Ohio laws will be returned to you upon completion (including the Ohio Title). This is for conversion only and not a transfer of ownership.

Maureen G. Kelly
Lake County Clerk of Court

Signature (Do not print)

No. Street

_____, OHIO
City