

**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

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Loan Company: \_\_\_\_\_

Address: \_\_\_\_\_

**ATTENTION LIEN HOLDER**

This is a request for a printed title for one of the reasons listed below.

Please check from the following:

\_\_\_\_\_ Moving to the state of Ohio

\_\_\_\_\_ Surviving spouse

\_\_\_\_\_ Leased vehicle:           1-POA (power of attorney) appointing lease AND  
  2-Leasing exemption number LD or 99#

\_\_\_\_\_ Undisturbed mortgage: 1-Certified copy of security agreement AND  
  2-If electronic lienholder, authorization letter  
  required to issue an undisturbed mortgage

When complete, please forward 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

Owner(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Vehicle information listed below:

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  
S: Out of state transfer info.doc