

**Faith Andrews
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
440-350-2800 (Central office in Mentor) or
440-918-3425 (West office in Wickliffe)
for additional information.**

Title Office Central
8804 Mentor Ave.
Mentor, OH 44060

(located in the Heinen's Plaza)
440-350-2800
Monday – Friday 8:00 A. M. to 4:30 P.M.
Saturdays – 8:00 A. M. to 12 noon

Title Office West
30188 Euclid Avenue
Wickliffe OH 44092

(located in the Gabriel Bros.Plaza)
440-918-3425
Monday – Friday 8:00 A. M. to 4:30 P.M.
Saturdays – 8:00 A. M. to 12 noon

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Loan Company: _____

Fax # / email 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 Central
8804 Mentor Ave.
Mentor, OH 44060
440-350-2800

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.