

FEES FOR TITLE SERVICE

Motor Vehicle

Sec. 4505.09 Ohio Revised Code

Certificate of Title	\$15.00
Duplicate Certificate of Title	\$15.00
Memorandum Certificate of Title	\$ 5.00
Notation of Lien	\$15.00
Out of State Physical Inspection Fee	\$ 1.50
Salvage Title	\$ 4.00
Thirty (30) Day Late Filing Fee	\$ 5.00
Notary Fee	\$ 1.00

Watercraft

Sec. 1548.10 Ohio Revised Code

Certificate of Title	\$15.00
Duplicate Certificate of Title	\$15.00
Memorandum Certificate of Title	\$ 5.00
Notation of Lien	\$15.00
Thirty (30) Day Late Filing Fee	\$ 5.00
Notary Fee	\$ 1.00

Use Tax

Sales Tax must be paid by a resident of Ohio when purchasing a motor vehicle outside of the state of Ohio. This applies to the purchase of any motor vehicle either for use or storage in Ohio. If the tax has been paid to another state at the time of purchase, the customer must furnish proof. We would only collect the difference if any is due.

Sales Tax

The Ohio State Legislature enacted a Sales Tax Law (effective May 21, 1951) on a casual sale of any motor vehicle. Any person purchasing a motor vehicle from another person must state the purchase price upon which sales tax is levied. (Lake County residents (7.00%) Sales Tax will depend upon residency of purchaser. Effective August 1, 1981, all boats and motors became taxable vehicles. Any person purchasing a boat or motor from another person must state the purchase price upon which a sales tax is levied.

Automobile & Watercraft  
Certificate of Title

Carl DiFranco  
LAKE COUNTY  
CLERK OF COMMON  
PLEAS COURTS



AUTO TITLE OFFICES

<b>Title Central</b>	<b>Title West</b>
8804 Mentor Ave.	30188 Euclid Ave.
Mentor, OH 4406	Wickliffe, OH 44092
440-350-2800	440-918-3425

OFFICE HOURS:

Monday through Friday 8 a.m.—4:30 p.m.  
Saturday 8 a.m.—Noon

[www.lakecountyohio.gov/coc](http://www.lakecountyohio.gov/coc)

Please visit our website to  
download forms.

Automobile Title Information

County of Residence

You may apply for a Certificate of Title in any of Ohio’s 88 counties. State I.D. or Drivers License is required. Taxes are calculated and paid to buyer’s county of residence.

When You Buy a Car

- Never make any alterations or erasures on a Certificate of Title. If done, the Title becomes null and void and a replacement will be needed. Do not fill in any part of the assignment or application on the reverse side unless it is done in the presence of Notary Public, Deputy Clerk or other individual with power to administer oaths. All signatures must be notarized.
- If two names are to appear on the Title, both signatures and social security numbers are required for all transactions in the state of Ohio. It is required that a State I.D. or Ohio Driver’s License (showing county of residency), be presented to the Title Office at time of transfer. Your Certificate of Title must be processed within 30 days after the assignment or you will be subject to a fee of \$5.00.
- Always inspect any automobile you buy, checking that the Serial Number corresponds with the Number on your Certificate of Title. A Federal Odometer Statement is required for vehicles less than 10 years old.

When You Sell Your Car

- Do not execute the assignment on the reverse side of the Certificate of Title until the sale has been completed. Make certain that the buyer’s full name and address is inserted before you sign the assignment. Initials are not acceptable. Full legal name (no nicknames) is required.
- The seller must provide a Federal Odometer Statement.

Memorandum Certificate

You cannot transfer ownership of an automobile with the Memorandum Certificate of Title (white copy). It is issued only for the purpose of obtaining License Plates when the Original Title is held by the lien holder.

Duplicate Titles

If the Original Title is lost, stolen or destroyed, you may obtain a Duplicate Certificate of Title.

When You Have a Mortgage On Your Car

- If you apply for a loan using your car as collateral, always insist upon getting a Memorandum Certificate of Title with which you can obtain license plates.
- Upon satisfaction of your mortgage, you should receive the original certificate of title from the bank or finance company.

- If the bank is an electronic lienholder, you must apply and pay for an original title after the lien is properly discharged and cancelled by the Clerk of Courts.

ATVs/Off-Road M/C

All ATVs/off-road motorcycles require titles.

Self-assembled Vehicles

Self-assembled vehicles must be inspected by the Highway Patrol prior to Titling. If you build a Motor Vehicle, you must execute an affidavit of fact to present to the Title Office along with the Bill of Sale for purchased parts and Certificate of title for any motor vehicle used in the construction.

Salvaged Vehicle

- Damaged and wrecked vehicles may require a salvage title. The owner must present a valid Ohio title, identification and \$5.00. Salvaged Autos are not operable on the highway until they are rebuilt and inspected by the State Highway Patrol.
- When you sell your car to a Salvage Dealer, you must surrender your signed and notarized Certificate of Title to the dealer with the assignment completed.
- To convert a Salvage Title to a Regular Title, an inspection must be made by the State Highway Patrol. A fee of \$50.00 is charged and payable to the BMV. The application for the inspection may be obtained at an Ohio License Bureau or the Ohio Bureau of Motor Vehicles in Columbus.

Motor Home

A Certificate of Title is required for a Motor Home. To convert a Van to a Motor Home or after permanent attachment of a camping unit to your pick-up truck, you must record this “Body Change” with your Clerk of Courts. Both original titles for the Truck Camper and Pick-up truck must be presented for this change.

Body Change

Whenever a vehicle has been changed from one type of vehicle to another, this must be recorded with your Clerk of Courts.

Manufactured—Mobile Home

The owner of a Manufactured Home is required to obtain a Certificate of Title. All Manufactured Home titles must have a Tax Approval Stamp from the County Treasurer’s Office and Conveyance Fee Stamp from the County Auditor’s Office where the Manufactured Home is located before transfer. They are transferred in the same manner as Motor Vehicles.

Trailers

(TRUCK CAMPERS) Effective 8/27/1976, the Certificate of Title law was amended for the issuance of Titles for all Truck Campers. They must be Titled in the State of Ohio and are transferred in the same manner as motor vehicles.

(TRAVEL TRAILERS) Effective 9/16/1963, the Certificate of Title was amended for the issuance of Titles for all Truck Campers. They must be Titled in the State of Ohio and are transferred in the same manner as motor vehicles.

(COMMERCIAL TRAILERS) A certificate of Title is not required on any Utility-Commercial Trailer weighing less than 4,000 pounds. To obtain license plates, you must procure a weight card from a weigh station. Commercial Trailers or Semi-Trailers weighing in excess of 4,000 pounds must have a Certificate of Title. To sell, transfer or mortgage such trailers, the Certificate of Title must be presented.

Minor Consent

A minor Consent form must be completed before a Title can be issued to the Minor. Proper I.D. is required.

Power of Attorney

No person can sign for you without a Notarized Power of Attorney Form. See our website for forms.

Out-of-State Vehicle Inspection

Any vehicle transferred from Out-of-State to an Ohio Title must be physically inspected by an authorized new or used car dealer or any Deputy Registrar. The customer pays the \$3.50 inspection fee to the Inspector and \$1.50 to the title Office when the Ohio title is issued.

Change of Name

If your name changes through marriage or court proceedings, the name on your Certificate of Title cannot be changed. There is no authority in the law to issue a new Title in your new name for the same vehicle unless court ordered.

Surviving Spouse (Auto Title)

A surviving spouse may take title to two automobiles (one may be a motorcycle), one boat and a motor, if not dis-posed of by will. (Total value may not exceed \$40,000.) For other vehicle transfers, proper probate authority is required.

Frequently asked Questions

*You have moved to Ohio from another State. You won the vehicle fee and clear of any liens and it is Titled in your name only. You will need the following:*

- Original Out of State Title
- State I.D. or Ohio driver's license
- Out of State Vehicle Inspection
- Cash, personal check, cashier's check or money order for the Title Fees

*You have moved from another State. The Title is in more than one name and you are making payments to a lender. You will need the following:*

- Original Out of State Title Notarized Power of Attorney from Lease Company allowing you to sign for them
- Out of State Vehicle Inspection
- State I.D. or Ohio driver's license
- Cash, personal check, cashier's check or money order for the Title Fees

*You have purchased a vehicle from an individual who lives in Ohio. You will need the following:*

- The Original Ohio title with the top half of the reverse side completed by the seller and notarized. If the Title is a Gold Title and the vehicle has no place for mileage, you will need a Federal Odometer Statement with the seller's portion completed.
- State I.D. or Ohio driver's license
- Cash, personal check, cashier's check or money order for the sales tax and Title Fees

*You have purchased a used vehicle from an individual in another state. You will need the following:*

- The Original Title from the state in which the seller resides. The assignment must be complete and if the Title document has a space for a Notary Public, it must be notarized.
- Out of State Vehicle Inspection
- Bill of Sale if purchased from a dealer
- State I.D. or Ohio driver's license
- Loan papers if applicable
- Cash, personal check, cashier's check, or money order for taxes and title Fees

*You have purchased a new vehicle from an out of state dealer. You will need the following:*

- Manufacturer's Certificate of Origin (MCO) from the Dealer
- Bill of Sale
- Federal Odometer Statement
- State I.D. or Ohio driver's license
- Cash, personal check, cashier's check, or money order for taxes and title Fees

*You have purchased a used vehicle from a dealer in another state. You will need the following:*

- The Out of State Title signed over to you by the Dealer
- An original or certified copy of the Bill of Sale
- Federal Odometer Statement
- Out of State Vehicle Inspection
- State I.D. or Ohio driver's license
- Cash, personal check, cashier's check, or money order for taxes and Title Fees



Watercraft Title Information

Buying a Boat or Motor

A Certificate of Title is required on all boats 14 feet or longer and all outboard motors 10 H.P. or greater. A Canoe or Kayak is exempt. Boats, including jet skis, 14' or less with an inboard motor, 10 H.P. or greater are titled.

Before purchasing a boat or motor, be sure the seller has the Certificate of Title. The seller is required to assign the Ohio Watercraft Registration Card to you.

No registration is required for outboard motors.

Transfer of Title

Your title will be issued to you by the Clerk of Courts to the county of your residence regardless of the location of the boat. Do not accept the title from the seller until they have their signature notarized and your name is shown as the

Selling a Boat or Motor

- Do not execute the assignment on the reverse side of the Certificate of Title until the sale is complete. Be certain that the buyer's full name and address is inserted before you sign the assignment.
- Initials are not acceptable
- You must have your signature notarized
- If you do not have a Title for your boat or motor and have owned the boat or motor prior to October 10, 1963, your Clerk of Courts may issue a Title based on the evidence you present.

Hull Identification Number

- Federal Boating Acts require all boats manufactured after November 1972, to show a Hull Identification Number (Serial Number) of not less than 12 characters.
- If you have a 1973 or newer model boat, compare the H.I.N. with the number on your Title. If they differ, contact the Ohio Division of Watercraft.

Serial Numbers

If there is no manufacturer's Serial Number, or if it has been removed, a Serial Number must be affixed to the boat or motor before a Certificate of Title can be issued. Application for a Serial Number is made to the Ohio Department of Natural Resources Division of Watercraft. Forms may be obtained via the website [www.ohiodnr.com/watercraft](http://www.ohiodnr.com/watercraft) or by contacting the Department of Watercraft at 614-265-6480.

Registration

To Renew or to apply for a new Watercraft Registration, you must present your Certificate of Title to a Boat Registrar.

Documentation

Documented vessels are not Titled in Ohio, but are registered by the U.S. Coast Guard.

Surviving Spouse (Watercraft)

The surviving, spouse can take Title to one boat and one motor if not disposed of by Will. For other boat or motor transfers, proper Probate authority is required.