Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lienholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lienholder address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lienholder: Please forward the following documents to the address checked below:**

\_\_\_ Natalie Fravel \_\_\_ Natalie Fravel

Delaware County Clerk of Courts Delaware County Clerk of Courts

2079 US Route 23 North, Suite 1 8647 Columbus Pike

Delaware, Ohio 43015 Lewis Center, Ohio 43035

740-833-2490 740-657-3945

**To complete the title transfer process, please send:**

1. The Original Certificate of Title
2. For a LEASE, the Lienholder’s Lease Dealer number (LD#) or Tax exemption (99#)
3. For a LEASE, an **original**, notarized power of attorney
4. For a LEASE, an original/certified copy of the Lease Agreement
5. For an UNDISTURBED MORTGAGE, original/certified copy of loan contract, signed and notarized letter from the lienholder approving the ownership change with an active lien.
6. For a SURVIVING SPOUSE, signed and notarized letter from the lienholder acknowledging the change of ownership
7. A self-addressed, stamped envelope for the return of the Ohio title, if not electronic.

Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Ohio Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle information: Year: \_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_ VIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above is in accordance with section 4505.10 of the Ohio Revised Code. The Ohio title, according to Ohio laws, will be returned to you upon completion of the Ohio title transfer or conversion. The Clerk’s office will hold your title for 30 days. If after 30 days the owner fails to complete the title transfer or conversion, the title will be returned to you, or sooner at your request.

Sincerely,

Delaware County Clerk of Courts, Title Division

**Instructions for converting an**

**Out-of-State Title to an Ohio Title, with a lien:**

1. Complete the attached form. Be sure to designate which title office your title is to be mailed to.
2. Mail, fax or email the completed form to your lienholder or leasing company.
3. We will contact you as soon as we receive your out-of-state title from your lienholder. Please make sure you provide our title office with your contact information so we have a way to reach you.
4. After the title office receives the out-of-state title from a lienholder, the owner(s) must visit the title office to complete the conversion process. If the vehicle is titled in two names, both owners must be present. Please bring the following with you:

* Out-of-State Inspection slip – an inspection can be done at any BMV Deputy Registrar office or any new car dealership. It is valid for 30 days.
* Ohio driver’s license. If you have not yet converted your driver’s license to an Ohio license, you will need to bring your Social Security card and proof of your Ohio residency, such as a utility bill or bank statement.
* Current and accurate mileage reading on the day of the conversion

Please note:

If the vehicle is titled in two names and one owner is not able to visit the title office, he/she may authorize another person to apply for the Ohio title on his/her behalf with a notarized power of attorney. A power of attorney form may be found on our website at <https://clerkofcourts.co.delaware.oh.us/clerk-forms/>.

For leased vehicles, procedures may vary.

For information on obtaining Ohio license plates or registration, please contact the Ohio Bureau of Motor Vehicles or your nearest Deputy Registrar of the BMV.

Please contact the Delaware County Clerk of Courts Auto Title Division if we can be of further assistance. We can be reached in Delaware at 740-833-2490 or in Lewis Center at 740-657-3945.