



NATALIE FRAVEL
Delaware County Clerk of Courts

Instructions on Converting an Out-of-State Title With a Lienholder to an Ohio Title

1. Complete the attached letter.
2. Mail or fax the completed letter to your lienholder.
3. We will contact you when we have received all of the information from your lienholder.
4. When we have received the information from the lienholder, the owner must bring an Out-Of-State Inspection form and their Ohio driver's license to one of our offices to apply for the Ohio title. If owner does not have an Ohio driver's license, they must bring their social security card along with proof of an Ohio address. Any new car dealer or Deputy Registrar can complete the Out-Of-State Inspection (this inspection verifies the serial number, make and model of your vehicle).

Note: If the title is in two names, both individuals 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.

Proof of an Ohio address, for example a paycheck stub, lease agreement, utility bill or bank statement.

For leased vehicles, procedures will vary.

For information on obtaining Ohio license plates, contact the Ohio Bureau of Motor Vehicles or your closest Deputy Registrar.

Please contact the Delaware County Clerk of Courts Auto Title Division at (740) 833-2490 or (740) 657-3945 if we can be of any further assistance, or to ensure that we have received your paperwork.

Legal Division
91 North Sandusky Street
P.O. Box 8006
Delaware, Ohio 43015-8006
740-833-2500
FAX: 740-833-2499

Main Title Office
Willis Government Building
2079 U.S. 23N, Suite 1
Delaware, Ohio 43015
740-833-2490
FAX: 740-833-2498

Satellite Title Office
NorthPointe Shopping Plaza
8647 Columbus Pike
Lewis Center, Ohio 43035
740-657-3945
FAX: 740-657-3927



NATALIE FRAVEL
Delaware County Clerk of Courts

DATE: _____

LIENHOLDER: _____

ADDRESS: _____

ACCOUNT #: _____

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

Natalie Fravel
Delaware County Clerk of Courts
2079 US Rt. 23 N, Suite 1
Delaware, OH 43015
(740) 833-2490

Natalie Fravel
Delaware County Clerk of Courts
8647 Columbus-Pike
Lewis Center, OH 43035
(740) 657-3945

1. **Original** Certificate of Title
2. For a **LEASE**, Lienholder's LD# or 99# for Tax Exemption
3. For a **LEASE**, An original notarized **Power of Attorney**
4. For a **LEASE**, an Original/Certified copy of Lease Agreement.
5. For an **UNDISTURBED MORTGAGE**, Original/Certified Copy of Security Agreement and signed notarized letter from the lienholder allowing the change of ownership.
6. For a **SURVIVING SPOUSE** Transfer, signed notarized letter from the lienholder allowing the change of ownership.
7. A self-addressed, stamped envelope for your return of the Ohio Title

Owner's Name: _____ Telephone Number: _____

Owner's Address: _____

Vehicle being converted to Ohio: Year: _____ Make: _____ Serial Number: _____

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. The Ohio title, by Ohio law, must be obtained in 30 days. If owners do not come in within the 30 days of receiving information, all paperwork will be returned to the lienholder.

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Clerk of Courts
Title Division

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