Introduction

A Certificate of Title is one of the most notarized documents in the State of Ohio. It is an important legal document, as it officially signifies ownership of a motor vehicle or watercraft vessel.

The following guideline was compiled by the Ohio Clerk of Courts Association and is provided as a courtesy to you. This booklet serves as a general guideline; it does not cover every specific aspect of notarizing certificates of title. If you have any questions concerning the notarization of titles or title-related documents, please contact your local county Clerk of Courts’ Title Office for guidance.
Notarizing an Ohio Title – General Guidelines

• ***Do not*** take the acknowledgment on any instrument wherein **blanks** are left to be filled in later. The legal instrument must be completely prepared before notarization is completed.

• When selling a vehicle or watercraft, owner(s) on the front of the title must sign and print their name(s) as it appears on the face of the title.

• Assignments of ownership must be in the form of legal names:
  - Clifton J. Smith (not CJ Smith)
  - Richard L. Jones Jr. (not Dick Jones)

• ***Do not***, under any circumstances, white out or scribble out any errors on the title assignment; this will void the title and a replacement must be issued.

• If someone signs the back of a title on behalf of a company or other entity, they must state their position with that entity:
  - ABC Trucking Company, John F. Rees, Fleet Mgr.
  - Dixie Candy Corp, Dennis T. Dix, Owner
  - Abel Family Trust, Carol A. Abel, Trustee
  - Estate of Mary Scott, James E. Scott, Executor

• If the seller or buyer is under 18 years of age, the custodial parent or guardian must fill out a notarized minor consent form (available from the Clerk of Courts’ Title Office). The minor must bring this consent form—along with the certificate of title—to the Clerk of Courts’ office, or the parent/guardian must appear in person with the minor at the time of transfer. The guardian must provide the court document indicating that they are the legal guardian of the minor.

• If you take the acknowledgment from a person appointed as power of attorney, the notarized power of attorney form (available from the Clerk of Courts Title Office) must be surrendered at the time of transfer of ownership.
  - A Durable Power of Attorney is acceptable
  - A Health Care Power of Attorney is **not** acceptable

• If you take the acknowledgment from a person appointed by the Court, the Court Order must bear the Judge’s signature and seal, and must be surrendered at the time of transfer of ownership:
  - Court Order appointing Executor, Fiduciary, Guardian, etc.
  - Letter of Authority to Transfer
  - Relief from Administration of Estate

• The Ohio ORC #4505.02 requires each applicant to present an official photo ID.

*Please contact your local Clerk of Courts’ Title Office if you have additional inquiries.*
Assignment of an Ohio Title

1. Selling price
2. Date of Sale/Delivery
3. Minor? (consent form required)
4. Buyer(s) legal name and address
5. Odometer reading as shown on vehicle
6. **IF** odometer is 5 digits and rolled over, place(X) in box
   (in excess of mechanical limits)
7. **IF** odometer is broken or any other discrepancy exists, place(X) in box
8. Check appropriate box, if applicable
9. Printed name(s) of seller(s)
10. Signature of seller(s)
11. Address of seller(s)
12. Person(s) name who signed in front of you
13. Notary Date
14. Commission expiration date
15. Printed name of Notary Public
16. Signature of Notary Public
17. Notary Seal
Application for an Ohio Title

1. Type of Title
2. Buyer(s)' legal name
3. Buyer(s)' Social Security Number
4. Buyer(s)' physical address
5. County of residence
6. Purchase price
7. N/A (Dealer sale only)
8. N/A (Dealer sale only)
9. N/A (Dealer sale only)
10. If sale is exempt from tax, place (X) in box
11. Reason for exemption
12. N/A (Dealer sale only)
13. N/A (Dealer sale only)
14. Condition of vehicle/watercraft
15. Lienholder’s name and address (if applicable)
   • If no liens – state “none”
16. Minor? (consent form required)
17A. Buyer(s)’ signature
17B. Buyers’ acknowledgment of mileage
18. Choose (X) printed or (X) non-printed
19. Person’s name who signed in your presence
20. Notary Date
21. Commission expiration date
22. Signature of Notary Public
23. Notary Seal
Power of Attorney Form

- Power of attorney forms for certificates of titles must be notarized.
- A power of attorney form must always accompany the title and becomes part of the permanent title record.
- A power of attorney form may only be used for one transaction.
- An executor of an estate or trustee cannot give power of attorney to someone else to sign on their behalf.

Please contact your local Clerk of Courts’ Title Office if you have additional inquiries.
Odometer Statement

- The seller of a motor vehicle is statutorily required to state the true mileage of the vehicle at the time the title is assigned to the buyer (see feature #5).
- Mileage stated as “in excess” of its mechanical limits should only apply to a 5-digit odometer (see feature #6) (For additional information, refer to assignment of title p.2).
- Vehicles that register 6 digits on the odometer should not be “in excess” of their mechanical limits.
- An odometer that is broken, inoperable or replaced should be marked as “non actual” (see feature #7) (For additional information, refer to assignment of title p. 2).

Additional Forms

The following pages contain samples of other title-related forms that may be required to transfer an Ohio Certificate of Title.

If used, these forms must also be completed entirely and notarized.

Please contact your local Clerk of Courts’ Title Office if you have additional inquires.
APPLICATION(S) FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE
(Type or Print in Ink)
CHECK TYPE OF APPLICATION(S) Fee of $5.00 for failure to apply for title within 30 days of assignment.

PRIMARY APPLICANT'S NAME ________________ SS/NIE N
SECONDARY APPLICANT'S NAME ________________ SS/NIE N

Hereby declares under penalty of perjury that he/she is the lawful (owner/purchaser/lien holder) of the following described motor vehicle and hereby makes application for the following:

□ ORIGINAL CERTIFICATE OF TITLE Evidence of ownership
MCO, Previous Title No., Registration, etc.
Applicant acquired said motor vehicle by (state how acquired) __________________________
from: __________________________
Name of Previous Owner __________________________
Address of Previous Owner __________________________
The following is a full statement of all items on said motor vehicle. If no lien exists, none, if more than one lien, attach statement of all additional liens.
Lien Holder __________________________ Address __________________________

□ DUPLICATE CERTIFICATE OF TITLE
Applicant states that Certificate of Title Number __________________________ has been __________________________
lost, stolen, destroyed.
The vehicle is on the possession of __________________________ and that if said Certificate of Title be hereby recovered by this applicant he will deliver same to the Clerk of Courts for cancellation.
The following is a full statement of all items on said motor vehicle. If no lien exists, none, if more than one lien, attach statement of all additional liens.
Lien Holder __________________________ Address __________________________

□ REPLACEMENT CERTIFICATE OF TITLE for Certificate of Title Number __________________________

□ MEMORANDUM CERTIFICATE OF TITLE for Certificate of Title Number __________________________

□ SALVAGE CERTIFICATE OF TITLE
Applicant states that the original Certificate of Title Number __________________________ has been surrendered to the Clerk of Courts.

YEAR __________ VIN __________ MAKE __________________________
BODY TYPE __________________________
MODEL __________________________
PURCHASE PRICE $ __________________________ TRADE IN AMOUNT $ __________________________
SALES/SUITE TAX $ __________________________
VENDOR'S NUMBER __________________________ PERMIT NUMBER __________________________
SALES CREDIT AMOUNT $ __________________________
CONDITION OF VEHICLE: (Check only one) GOOD FAIR POOR WRECKED

TAX EXEMPTION: □ YES □ NO

Warning: You are required by law to state the true selling price. A false statement is in violation of section 3951.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars or both. All taxes are audited by the Department of Taxation. The seller and buyer must provide any information requested by the Department of Taxation. The buyer may be assessed any additional tax found to be due.

Applicant's signature
Sworn to and subscribed in my presence by __________________________
this __________________________ day of __________________________ 20__

(Seal) Clerk, Deputy Clerk of Courts - Notary __________________________

BMV 3774 1105

State of Ohio
County of __________________________ SS

MINOR CONSENT FORM
4505.031 O.R.C.

Consent of parent, guardian, or other person having custody for a minor to acquire or dispose of a motor vehicle in a minor's name.

I, __________________________ hereby certify that I am the (parent, guardian, or other person having custody) of __________________________
a minor, whose date of birth is __________________________ and hereby grant consent to said minor
to (acquire, dispose of) the following described motor vehicle.

YEAR __________ MFG'S SERIAL # __________________________
MAKE __________________________ MODEL __________________________
BODY TYPE __________________________

Signature of parent, guardian, or other person having custody

Sworn to and subscribed in my presence on this __________________________ day of __________________________ 20__

__________________________
Clerk of Deputy Clerk of Courts - Notary Public

My commission expires on __________________________

BMV 3751 6/90
State of Ohio - Seller’s Affidavit

Erasures or Alterations Void This Statement

ODOMETER READING DISCLOSURE STATEMENT

Notice to Transfer: You are required by law to enter all information required herein, including the odometer reading of the motor vehicle in the affidavit immediately following. The making of a false statement under oath or affirmation is in violation of Section 2921.13 of the Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars, or both.

• TYPE OR PRINT IN INK

State of Ohio, ________________County SS: Date ________________, 20____

Year ________________ Mfr’s Serial No.__________________________

Make ______________________

Purchaser’s Name ________________________________________________

I (we) certify that the mileage registered on this vehicle at the time of assignment is ____________________ miles.

• CHECK ONE OF THE FOLLOWING STATEMENTS. I (WE) CERTIFY THAT:

I: To the best of my (our) knowledge, the Odometer reading reflects the actual mileage;

I: The Odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles.

I: To the best of my (our) knowledge, the Odometer reading is not the actual mileage and should not be relied upon.

• CHECK ONE OF THE FOLLOWING. I (WE) CERTIFY THAT, WHILE IN MY (OUR) POSSESSION:

I: The Odometer of this vehicle was not altered, set back, or disconnected;

I: The Odometer of this vehicle was repaired or replaced.

x_______________________________

TRANSFEROR’S SIGNATURE

My Commission Expires on_______________________________

Sworn to before me and subscribed in my presence this _____________day of ____________________ , 20_____. My commission expires, ____________________ , 20_____.

_______________________________

SEAL

All information must be entered before notarization.

(CLERK, DEPUTY CLERK OF COURTS - NOTARY)
ERASURES & ALTERATIONS VOID THIS STATEMENT
STATE OF OHIO
APPLICANT'S AFFIDAVIT
ODOMETER READING DISCLOSURE STATEMENT
(TYPE OR PRINT IN INK)

NOTICE TO APPLICANT FOR CERTIFICATE OF TITLE: YOU ARE REQUIRED BY LAW TO ENTER ALL INFORMATION REQUIRED HEREIN, INCLUDING THE ODOMETER READING OF THE MOTOR VEHICLE IN THE AFFIDAVIT IMMEDIATELY FOLLOWING. THE MAKING OF A FALSE STATEMENT UNDER OATH OR AFFIRMATION IS IN VIOLATION OF SECTION 2921.13 OF THE REVISED CODE AND IS PUNISHABLE BY SIX MONTHS IMPRISONMENT AND A FINE OF UP TO ONE THOUSAND DOLLARS, OR BOTH.

STATE OF OHIO, ___________________________ COUNTY SS: ___________________________

DATE ___________________________

YEAR ___________________________

MFR'S SERIAL NO. ___________________________

MAKE ___________________________

MODEL ___________________________

BODY TYPE ___________________________

PURCHASER'S NAME ___________________________

CHECK ONE OF THE FOLLOWING STATEMENTS. I (WE) CERTIFY THAT:

☐ I (we) have made every effort possible and cannot locate the previous owner of the above described motor vehicle to obtain the odometer reading required by Section 4505.05 of the Revised Code.

☐ I (we) obtained ownership of the above described motor vehicle by operation of law pursuant to Section 4505.10; 4505.101; 4513.60; 4513.61 or 4513.62 of the Revised Code, and at the time of transfer of ownership was not able to obtain a statement of the odometer reading from the previous owner.

☐ The above described motor vehicle (CHECK ONE) is ☐ newly self-assembled, ☐ is presently evidenced by a salvage certificate of title, or ☐ was previously registered/titled in another state, province, or country and (CHECK ONE OF THE FOLLOWING):

☐ To the best of my (our) knowledge, the odometer reading reflects the actual mileage;

☐ The odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles;

☐ To the best of my (our) knowledge, the odometer reading is not the actual mileage and should not be relied upon.

I (we) certify that the mileage registered on the odometer of this motor vehicle at the time of application for title is ___________________________ miles.

(Must be Completed)

☐

(APPLICANT'S SIGNATURE)

Sworn to before me and subscribed

In my presence the _________ day of ___________________________, 20___

(SEAL)

Clerk – Deputy Clerk – Notary Public

My commission expires ___________________________, 20___

APPLICANT'S AFFIDAVIT

IN THE COURT OF COMMON PLEAS, ___________________________ COUNTY, OHIO

CLERK OF COURTS

AFFIDAVIT

SECTION 2106.18

DATE ___________________________

In the matter of the Estate of ___________________________

Deceased

STATE OF OHIO ___________________________, SS

COUNTY OF ___________________________, SS

The undersigned, being duly sworn, says that ☐ he is the surviving spouse of ___________________________; who died on the ___________________________, day of ___________________________, 20___; that said decedent owned the automobile(s) described below. If two automobiles are to be transferred under this section the combined approximate value of the two automobiles is less than $40,000, said automobile(s) is not otherwise disposed of by Will, and the affiant is entitled to said automobile(s) pursuant to Ohio Revised Code Section 2106.18. The following are the only automobile(s) to be transferred under this Section:

<table>
<thead>
<tr>
<th>Auto 1</th>
<th>Auto 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>Mfg. Serial #</td>
<td>Mfg. Serial #</td>
</tr>
<tr>
<td>Make</td>
<td>Make</td>
</tr>
<tr>
<td>Body Type</td>
<td>Body Type</td>
</tr>
<tr>
<td>Model</td>
<td>Model</td>
</tr>
<tr>
<td>Ohio Cert. of Title #</td>
<td>Ohio Cert. of Title #</td>
</tr>
<tr>
<td>Approximate Value $</td>
<td>Approximate Value $</td>
</tr>
</tbody>
</table>

Surviving Spouse

Sworn to before me and subscribed in my presence this ___________________________, day of ___________________________, 20___.

Clerk, Deputy Clerk of Courts-Notary

BMV 3773 3/5

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This booklet intended to serve as a general guideline for notarizing Ohio Title Documents.

Your county Clerk of Courts’ Title office can assist you in answering more specific questions, or in addressing items specific to your county of residence.

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**WATERCRAFT OR OUTBOARD MOTOR AFFIDAVIT OF OWNERSHIP**

This form must be surrendered to the Clerk of Courts if watercraft is titled.

Please print or type:

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
<th>LAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td>State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

The above named individual being first duly sworn, says that he or she is the lawful owner or purchaser of the following described watercraft or outboard motor:

<table>
<thead>
<tr>
<th>Year</th>
<th>Model</th>
<th>Length</th>
</tr>
</thead>
</table>

| Make of Watercraft | | |
| Manufacturer’s Bill of Sale Number (Serial Number) | | |

<table>
<thead>
<tr>
<th>Make of Motor(s)</th>
<th>Motor Serial Number(s)</th>
</tr>
</thead>
</table>

Horsepower

How, when and from who was the above acquired?

The following is a full statement of all liens, mortgages, or encumbrances on said boat or motor:

NAME OF LIEN HOLDER

State of Ohio, County of

OWNER’S SIGNATURE

Sworn to before me and subscribed in my presence this day of 

MONTH    YEAR

NOTARY PUBLIC

My commission expires

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DNR-905G. Rev. 1/2000 (Ohio)