

A GUIDEBOOK FOR NOTARIZING OHIO TITLE DOCUMENTS



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Notes

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.

OHIO CERTIFICATE OF TITLE
STATE OF OHIO No.

VOID IF ALTERED (vertical text on left and right sides)

VOID (large watermark in the center)

LIEN DISCHARGE Lienholder _____	LIEN DISCHARGE Lienholder _____
by: _____ Authorized signature _____ date _____	by: _____ Authorized signature _____ date _____
CLERK OF COURTS LIEN CANCELLATION by: _____ Deputy Clerk _____ date _____	CLERK OF COURTS LIEN CANCELLATION by: _____ Deputy Clerk _____ date _____

LETTERS (faint watermark)

(SEAL)

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS.

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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.

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.



Ohio Bureau of Motor Vehicles

POWER OF ATTORNEY

Kr Know all men by these presents, that the undersigned does hereby make, constitute and appoint

LA	LAST NAME	FIRST NAME	MI
ST	STREET ADDRESS	CITY	STATE ZIP CODE

M; as My true and lawful attorney-in-fact for me and in my name, place and stead, to make and execute the assignment of or application for my Certificate of Title covering the following described motor vehicle, to-wit:

MA	MAKE	YEAR	SERIAL NO.
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Ar **re** **as** **co** And granting to my said attorney-in-fact full authority to do and perform all and every act and thing whatsoever, requisite, necessary and proper to be done in and about the premises as fully and to all intents and purposes as the undersigned might or could do with full power of substitution and revocation hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

In **da** In Witness whereof, the undersigned has caused his name to be subscribed hereto this _____ day of _____, 20____.

X _____
SIGNATURE OF PERSON GIVING POWER OF ATTORNEY SOCIAL SECURITY NUMBER OF BUYER/OWNER

ACKNOWLEDGEMENT

St **an** **ac** State of Ohio, County of _____, Subscribed and sworn to before me a Notary Public in and for said County personally appeared _____ who **In** **thi** acknowledged the signing of the foregoing instrument and that such signing is his free act and deed.

In Testimony Whereof, I have hereunto set my hand and affixed my official seal this _____ day of _____, 20____ in the county of _____ State of Ohio.

X _____
NOTARY PUBLIC

My commission expires _____

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)

ASSIGNMENT OF OWNERSHIP

I (we) certify the vehicle or watercraft or outboard motor described in this title was delivered on _____/_____/_____ for the price of \$_____ to: _____ Is Seller a Minor? Yes No

Transferee's/Buyer's printed name _____

Transferee's/Buyer's printed address _____

ODOMETER CERTIFICATION

Federal and State laws require that you state the mileage in connection with transfer of ownership. Failure to complete or providing false information may result in fines and/or imprisonment.

I (we) certify to the best of my (our) knowledge that the odometer now reads 5 ^{thousands} _____, _____ ^{an} _____ ^{teens} miles and is the actual mileage of the vehicle unless one of the following statements is checked.

6 The mileage stated is in excess of the mechanical limits. 7 The odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY

This vehicle was a (if applicable): Former Law Enforcement Vehicle Former Taxi Flood Vehicle

I (we) warrant the title to be free of all liens.

Transferor's/Seller's printed name _____ Transferor's/Seller's signature X _____

Transferor's/Seller's printed address _____

NOTE: All blank spaces above must be completed before acknowledgement.

Sworn to and subscribed in my presence by _____ this _____ day of _____ yr. _____

My commission expires _____ yr. _____

Printed Notary Name _____

(seal) Clerk, Deputy Clerk of Courts - Notary _____

TRANSFEREE'S/BUYER'S ACKNOWLEDGEMENT OF ABOVE ODOMETER CERTIFICATION

Transferee's/Buyer's printed name _____

Transferee's/Buyer's signature X _____

Warning to transferor and transferee (seller and buyer.) You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars, or both. All transfers 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.

APPLICATION FOR CERTIFICATE OF TITLE (Type or Print in Ink) Fee of \$5.00 for failure to apply for title within 30 days of assignment.

Check type of application(s): Motor Vehicle Memorandum Watercraft Outboard Motor Salvage

Applicant's printed name _____ SSN/EIN _____

Applicant's printed address _____

STREET CITY ZIP COUNTY

Purchase Price \$ _____ Gross Tax Due \$ _____ Vendor's Discount \$ _____ Tax Paid \$ _____

Tax exemption: Yes Reason _____ Dealer's Permit Number _____ Vendor's Number _____

Condition of vehicle or watercraft or outboard motor (check only one): Good Fair Poor Wrecked

LIEN INFORMATION: If no lien, state "none". If more than one lien, attach statement of all additional liens.

Lienholder _____ Address _____

I (we) state that all information contained in this application is true and correct. Is Applicant a Minor? Yes No

Applicant's signature X _____ Printed Non Printed

Sworn to and subscribed in my presence by _____ this _____ day of _____ yr. _____

My commission expires _____ yr. _____

(seal) Clerk, Deputy Clerk of Courts - Notary _____

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	SSN/EIN
PRIMARY APPLICANT'S ADDRESS	
SECONDARY APPLICANT'S NAME	SSN/EIN
SECONDARY APPLICANT'S ADDRESS	

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 liens on said motor vehicle. If no lien state "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 _____ ;
that said motor vehicle has not been sold or disposed of except as stated below: _____ lost, stolen, destroyed

The vehicle is on the possession of _____ and that if said Certificate of Title be hereby
residing at _____ 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 liens on said motor vehicle. If no lien state "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	MODEL
BODY TYPE	MAKE	CONVERSION
PURCHASE PRICE \$	TRADE IN AMOUNT \$	SALES/USE TAX \$
VENDOR'S NUMBER	PERMIT NUMBER	SALES CREDIT AMOUNT \$
CONDITION OF VEHICLE (Check only one)	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR
	<input type="checkbox"/> POOR	<input type="checkbox"/> WRECKED
TAX EXEMPTION: <input type="checkbox"/> YES	REASON	

Warning: You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to one thousand dollars or both. All transfers 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 of Clerk of Courts - Notary _____



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 _____ of _____ . _____

Clerk of Deputy Clerk of Courts - Notary Public

My commission expires on _____ .



OHIO BUREAU OF MOTOR VEHICLES

AFFIDAVIT FOR DESIGNATION OF BENEFICIARY OR BENEFICIARIES BY THE SOLE OWNER FOR A MOTOR VEHICLE, WATERCRAFT OR OUTBOARD MOTOR CERTIFICATE OF TITLE. ORC. 2131.13(A)

I being first duly sworn, state as follows:

I _____ being the sole owner of the vehicle, watercraft or outboard motor described, Year _____ Make _____ VIN/MIN _____ Title Number _____

Do designate this vehicle, watercraft or outboard motor to:

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

BENEFICIARY FULL LEGAL NAME	SSN	DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP CODE

Sworn to before me in the State of _____ and county of _____ on this _____ day of _____, 20_____.

X _____
APPLICANT / OWNER SIGNATURE

X _____ My Commission Expires on _____
NOTARY / DEPUTY SIGNATURE

BMV 3811 7/02

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:I To the best of my (our) knowledge, the Odometer reading reflects the actual mileage;
- I:I The Odometer reading reflects mileage in excess of the designed mechanical limit of 99,999 miles.
- I: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:I The Odometer of this vehicle was not altered, set back, or disconnected;
- I:I The Odometer of this vehicle was repaired or replaced.

X _____
TRANSFEROR'S SIGNATURE

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)



State of Ohio
 Department of Natural Resources
 DIVISION OF WATERCRAFT
 4435 Fountain Square Drive
 Columbus, Ohio 43224-1300

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:

Owner Name _____
FIRST MIDDLE INITIAL LAST

Street Address _____

City _____ State _____ Zip Code _____

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.

Year _____ Model _____ Length _____

Make of Watercraft _____

Manufacturer's Hull Identification Number (Serial Number) _____

Make of Motor(s) _____ Motor Serial Number(s) _____

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: _____

 If none, state here: _____

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 _____

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.