

Christopher Enoch

Ottawa County Clerk of Courts
315 Madison Street Room 106A
Port Clinton, Ohio 43452
(419) 734-6752



Dear Lien Holder or Leasing Company: Fax Number/Email : _____

Your customer has relocated to the state of Ohio and is requesting to have their out of state title converted to an Ohio title. In accordance with the Ohio Revised Code the original certificate of title and a copy of the security agreement must be sent to our office to begin the conversion process. An original Ohio title will be returned to you upon completion.

Please forward all documents to:

Ottawa County Clerk of Courts – Title Division
315 Madison Street – Room 106A
Port Clinton, Ohio 43452

Note: If the title is in a Leasing Company's name, our office will need the following:

- Ohio Lease Dealer Permit Number (LD# or a 99#)
- Federal Tax ID Number
- Two Power of Attorney forms appointing your customer as Power of Attorney

Lien Holder / Leasing Company Name: _____

Lien Holder / Leasing Company Address: _____

Loan Account Number: _____

Owner Name (s): _____

Owner Address: _____

Owner Phone Number: _____

Serial Number _____

Year _____ Make _____ Model _____

Sincerely,
Ottawa County Title Division



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After the Request for Title has been sent:

Get an Out of State VIN# inspection.

An Out of State Inspection verifies the Serial Number, Make, Model, Mileage and Body Type.

Any Ohio License Bureau or participating Dealership can perform the Out of State Inspection.

When our office receives the Title:

We will contact you.

Bring the Out of State Inspection form, current mileage (if applicable) and picture identification to our office.

We will issue an Ohio Memorandum title: which can be used at the License Bureau for plates, tags and registration.

We will issue a new Ohio title with the Lien Holder/Lease Dealer recorded.

Please Note:

If there are two owners on the title, both people will have to be present at the time of titling, otherwise a Power of Attorney must be used.

There is a time limit. If the title transfer is not completed within 30 days of receiving the title, the title and requested documents will be returned to the Lien Holder/Lease Dealer.