



INSTRUCTIONS FOR
APPLICATION CERTIFICATE OF TITLE TO A MOTOR VEHICLE

Type or Print in Ink

Check the Type of Application(s)

COMPLETE ALL APPROPRIATE INFORMATION

THE APPLICATION FOR CERTIFICATE OF TITLE MUST BE NOTARIZED

- a. You may bring it into the title office. **Please do not sign in advance!**
- b. You may have it notarized by a Notary Public, Attorney at Law or other person Authorized to Administer Oaths

ORIGINAL CERTIFICATE OF TITLE:

Enter Evidence of Ownership (MCO, Previous Title No. Registration, Etc.)

Previous owners name and address

Applicant's name and address

Social Security Number or Employer Identification Number

Enter Lawful Ownership Information

Dealer Permit or Vendor Number

Enter Lienholder Information (if none please enter "None")

DUPLICATE CERTIFICATE OF TITLE:

Odometer reading is required

Certificate of Title Number

Indicate: lost, stolen or destroyed or other

Indicate Vehicle Possession name and address

Complete Current odometer reading (Please exclude tenths)

MEMORANDUM CERTIFICATE OF TITLE:

Certificate of Title Number

SALVAGE CERTIFICATE OF TITLE:

Certificate of Title Number

VEHICLE IDENTIFICATION:

Complete all Items – year, make, model, vehicle identification number

Indicate Vehicle Condition

PURCHASE INFORMATION:

Purchase price \$

Trade in amount \$

Sales credit amount \$

Tax exempt status



**INSTRUCTIONS FOR
SURVIVING SPOUSE AFFIDAVIT
AUTOMOBILE
O.R.C. 4505.10**

THE SURVIVING SPOUSE AFFIDAVIT MUST BE NOTARIZED

- a. You may bring it into the title office. **Please do not sign in advance!**
- b. You may have it notarized by a Notary Public, Attorney at Law or other person Authorized to Administer Oaths
 1. Enter your name
 2. Enter the name of the deceased person
 3. Enter date of death
 4. Check appropriate box
 5. Enter all vehicle information indicated
 6. Enter the estimated values(s) of motor vehicle(s)
 7. List your name and address
 8. List lienholder information (if none please indicate) and if applicable attach a copy of the security
 9. Attach death certificate

**INSTRUCTIONS FOR
SURVIVING SPOUSE AFFIDAVIT
WATERCRAFT
O.R.C. 2106.19**

THE SURVIVING SPOUSE AFFIDAVIT MUST BE NOTARIZED

- a. You may bring it into the title office. **Please do not sign in advance!**
 - b. You may have it notarized by a Notary Public, Attorney at Law or other person Authorized to Administer Oaths
 1. Enter your name
 2. Enter the name of the deceased person
 3. Enter date of death
 4. Enter the estimated values(s) of watercraft or motor(s)
 5. Enter all watercraft or motor information indicated
 6. List your name and address
 7. List lienholder information (if none please indicate) and if applicable attach a copy of the security
 8. Attach death certificate
-



**INSTRUCTIONS FOR
ODOMETER DISCLOSURE STATEMENT**

1. Enter the name of the transferor (seller)
2. Enter the odometer reading (please exclude tenths)
3. Check the appropriate box
4. Enter vehicle information
5. Transferor's (seller's) signature
6. Print transferor's (seller's) name and address information
7. Enter date signed (transferor)
8. Transferee's (buyer's) signature
9. Print transferee's (buyer's) name and address
10. Enter date signed (transferee)

**INSTRUCTIONS FOR
POWER OF ATTORNEY**

THE POWER OF ATTORNEY DOCUMENT MUST BE NOTARIZED

- a. You may bring it into the title office. **Please do not sign in advance!**
- b. You may have it notarized by a Notary Public, Attorney at Law or other person Authorized to Administer Oaths
 1. Enter name and address of affiant
 2. Enter name and address of appointee
 3. Enter all vehicle information

Have questions? Please feel free to contact one of our Title offices:

Elyria (Main)	Amherst	Lorain	North Ridgeville
Administration Building 226 Middle Avenue 1 st Floor Elyria, Ohio 44035	2290 Kresge Drive, Mayflower Square Amherst, Ohio 44001	621 Broadway Avenue Next to Lorain Palace Lorain, Ohio 44052	33121 Center Ridge Road Mills Creek Plaza N Ridgeville, Ohio 44039
Phone: 440-329-5127	Phone: 440-370-9555	Phone: 440-244-5800	Phone: 440-327-8338