



# Ron Nabakowski

Lorain County Clerk  
of Common Pleas Court

Title Division

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## 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**

**THIS DOCUMENT MUST BE NOTARIZED**

- a. You may bring it into the Title Office (**DO NOT SIGN IT 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 enter "NONE")

### DUPLICATE CERTIFICATE OF TITLE:

Odometer reading required  
Certificate of Title Number  
Indicate lost, stolen or destroyed or other  
indicate vehicle possession name and address  
Complete Current odometer reading ( 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

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**PAGE 2 INSTRUCTIONS FOR SURVIVING SPOUSE -MOTOR VEHICLE OR WATERCRAFT**

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**PAGE 3 INSTRUCTIONS FOR POWER OF ATTORNEY OR ODOMETER STATEMENT**

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**PAGE 4 SCHEDULE OF FEES AND TAXES**

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

***THIS DOCUMENT MUST BE NOTARIZED***

- a. You may bring it into the Title Office (***DO NOT SIGN IT 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 Name of Deceased Person
  3. Enter date of Death
  4. Check Appropriate Box
  5. Enter All Vehicle Information Indicated
  6. Enter Estimated Value(s) of Motor Vehicle(s)
  7. List Your Name, Address
  8. List Lienholder Information (If none state "NONE") attach a copy of the security
  9. Attach Proof of Death (Certificate)
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INSTRUCTIONS FOR  
***SURVIVING SPOUSE AFFIDAVIT***  
WATERCRAFT  
O.R.C. 2106.19

***THIS DOCUMENT MUST BE NOTARIZED***

- a. You may bring it into the Title Office (***DO NOT SIGN IT 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 Name of Deceased Person
  3. Enter date of Death
  4. Enter Estimated Value of Watercraft or Motor
  5. Enter All Watercraft or Motor Information Indicated
  6. List Your Name, Address
  7. List Lienholder Information (If none state "NONE") attach a copy of the security
  8. Attach Proof of Death (Certificate)
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## INSTRUCTIONS FOR

### **ODOMETER DISCLOSURE STATEMENT**

*Type or Print in Ink*

1. Enter Name of Transferor (Seller)
2. Enter Odometer Reading (excluding tenths)
3. Check 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)

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## INSTRUCTIONS FOR

### **POWER OF ATTORNEY**

#### **THIS DOCUMENT MUST BE NOTARIZED**

- a. You may bring it into the Title Office (**DO NOT SIGN IT 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

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### Questions? Call

#### **Main Title Office**

Administration Building  
226 Middle Avenue 1st Floor  
P.O.Box 758  
Elyria, Ohio 44036-0758

**Phone: 440-329-5127**

#### **Broad Street Branch**

Auto License Bureau Bldg.  
229 Broad Street  
Elyria, Ohio 44035-5902

**Phone: 440-329-5428**

#### **Lorain Branch**

Board of Elections Building  
2158 Broadway  
Lorain, Ohio 44052-3696

**Phone: 440-244-5800**



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## State mandated fees and taxes

*Fees and Taxes are established by State Law and are subject to change*

Auto Titles	\$5.00
Boat Titles	\$5.00
Auto Memos	\$5.00
Boat Memos	\$5.00
Lien Notations - Auto	\$5.00
Lien Notations - Boat	\$5.00
Duplicate Titles - Auto	\$5.00
Duplicate Titles - Boat	\$5.00
Salvage Titles	\$4.00
Out of State Inspections	\$1.50
Affidavit - Fees	\$1.00
Archive - Fees	\$5.00
Sales or Use Tax	5.75%
*Late Fees	\$5.00

*\*Applies when application is more than thirty days after notary date*

*Fees and Taxes are payable at the time of the transaction and may be paid:*

*1. In Cash*

*2. By Check*

*(\$20.00 fee assessed for bad Checks)*

*3. Credit Card*