



# MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

## REQUEST FOR RELEASE OF TITLE FROM LIENHOLDER

To: Lienholder or Financial Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Your customer, whose name and present address appear below, wishes to procure an Ohio Certificate of Title. Below is the information needed to conform to Ohio laws:

1. The original Certificate of Title and Security Agreement.
2. A self-addressed stamped envelope so that we may mail the Ohio Title back to you directly.

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**To the Owner:** Please indicate the title office below where you would like to pick up your title.

**To the Lienholder:** Please mail the required documents listed above to the office indicated below.

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| <input type="checkbox"/> <b>Hamilton Title Office</b><br>744 NW Washington Blvd., Suite A<br>Hamilton, OH 45013<br>(513) 887-3090<br>Fax: (513) 887-3970         | <input type="checkbox"/> <b>Fairfield Title Office</b><br>530 Wessel Dr.<br>Fairfield, OH 45014<br>(513) 737-7308<br>Fax: (513) 737-7487   |
| <input type="checkbox"/> <b>West Chester Title Office</b><br>4872 Union Centre Pavilion Drive<br>West Chester, OH 45069<br>(513) 860-9702<br>Fax: (513) 860-9708 | <input type="checkbox"/> <b>Monroe Title Office</b><br>3203 Heritage Green Dr.<br>Monroe, OH 45050<br>(513) 785-6766<br>Fax (513) 785-6765 |

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The original Ohio Certificate of Title with your lien recorded will be returned to you. A Memorandum Certificate of Title (non-transferable copy) will be issued to your customer in order to purchase license plates.

Customer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Vehicle Description: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN: \_\_\_\_\_ Account #: \_\_\_\_\_

Thank you for your time and attention to this matter. \_\_\_\_\_ Deputy Clerk