



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

INSTRUCTIONS FOR COMPLETING OUT-OF-STATE TITLE TRANSFER

1. Complete and mail the *Request for Release of Title from Lienholder* form and mail it to your lienholder.
2. Contact your preferred title office after ten business days to ensure we have received your title.
3. Obtain a physical inspection of the vehicle from your local license bureau or a car dealership. The physical inspection is a verification of the vehicle description (i.e., year, make and serial number). The inspection fee is \$6.50 (\$5.00 cost to the inspection station and \$1.50 cost to the title office). You will receive an inspection certificate which will expire thirty days from issuance. *The inspection certificate is needed to complete your title transaction.*
4. All applications require the signature of each owner who is listed on the out-of-state title.
5. The original Ohio Certificate of Title will be mailed directly to the lienholder. A Memorandum Certificate of Title can be issued to you for the purpose of obtaining Ohio license plates at your license bureau.

CLERK OF COURTS TITLE LOCATIONS:

Hamilton Title Office

744 NW Washington Blvd., Suite A
Hamilton, OH 45013
(513) 887-3090
Fax: (513) 887-3970

Fairfield Title Office

530 Wessel Drive
Fairfield, OH 45014
(513) 737-7308
Fax: (513) 737-7487

West Chester Title Office (Limited Authority Deputy Registrar)

4872 Union Centre Pavilion Drive
West Chester, OH 45069
(513) 860-9702
Fax: (513) 860-9708

Monroe Title Office (Limited Authority Deputy Registrar)

3202 Heritage Green Dr.
Monroe, OH 45050
(513) 785-6766
Fax (513) 785-6765

LICENSE BUREAU LOCATIONS:*

Fairfield

530 Wessel Drive, Suite L
Fairfield, OH 45014
(513) 829-6224

Hamilton

1720-A S. Erie Blvd.
Hamilton, OH 45011
(513) 868-2180

Hamilton (West)

744 NW Washington Blvd. Suite B
Hamilton, OH 45013
(513) 737-8262

Middletown

3232 Roosevelt Blvd.
Middletown, OH 45044
(513) 422-7225

Mason

770 Reading Road (Route 42)
Mason, OH 45040
(513) 398-8928

Sharonville

11177 Reading Road
Cincinnati, OH 45241
(513) 563-1422

GOVERNMENT SERVICES CENTER ● 315 HIGH STREET ● SUITE 550 ● HAMILTON, OHIO 45011-6016

513-887-3278 ● 513-887-3966 (fax) ● clerkmail@butlercountyohio.org

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