

**Important Information Regarding the
Issuance of Automobile & Watercraft
Certificate of Title**

**READ CAREFULLY
FEES FOR TITLE SERVICE**

Section 4505.09 of the revised code directs the Clerk of Courts to collect the following fees for automobile service:

Certificate of Title	\$ 15.00
Duplicate Title	\$ 15.00
Memorandum Title	\$ 5.00
Notation of Lien	\$ 15.00
Cancellation of Lien	N. C.
Out of State Inspection	\$ 1.50
Late Fee (Over 30 Days)	\$ 5.00
Notary Fee (Each)	\$ 1.00
Boat Cert of Title	\$ 15.00
Boat Memorandum	\$ 5.00
Boat Notation of Lien	\$ 15.00
Boat Duplicate Title	\$ 15.00
Salvage Title	\$ 4.00

USE TAX

The Following seven states will collect sales tax on Ohio Customers. These taxes will be credited toward sales tax that is due in Ohio. The states are Arizona, California, Florida, Indiana, Massachusetts, Michigan and South Carolina. The Customer must furnish the Title Office with proof that the tax has been paid. Any additional tax due will be paid to Clerk of Courts at the time of getting a title.

SALES TAX

The Ohio State Legislature enacted a Sales Tax Law (Effective 5-21-51) on a casual sale of any motor vehicle. You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the Ohio Revised Code and is punishable by six months imprisonment and a fine of up to thousand dollars, or both. All transfers are audited by the Department of Taxation. Any person purchasing a motor vehicle from another person and lives in Van Wert County will pay the tax rate of 7%. Titles may be obtained in any county in the State of Ohio but will pay their home county tax rate.

How To Pay for Title Fees and Taxes

We accept CASH, CERTIFIED CHECK, MONEY ORDER or PERSONAL CHECK made payable to the Clerk of Courts. The Clerk of Courts is required to administer this law and collect this tax for the State of Ohio.

AUTOMOBILE TITLE INFORMATION WHEN YOU BUY A CAR

Never make any alterations or erasures on a Certificate of Title; if this is done, the Title becomes null and void and a replacement title will have to be obtained. The Cost will be \$16.00. Do not fill in any part of the assignment or application on the reverse side of the Title unless it is done in the presence of a Notary Public or other duly authorized officer with power to administer oaths. All signatures must be notarized.

If two names are to appear on the Title, both signatures are required for all transactions in the State of Ohio.

It is required that a State I.D., Valid Passport, Ohio License, or any form of ID that reasonably identifies the applicant issued by a State, Federal or International Governmental Agency be presented to the Title Department at time of transfer.

Your Certificate of Title must be procured within 30 days after the assignment or you will be subject to the late fee of \$5.00 which must be paid at the time the title is issued.

Always make a physical inspection of any automobile you buy, checking the serial number on your Certificate of Title.

WHEN YOU SELL YOUR CAR

Do Not execute the assignment on the reverse side of the Certificate of Title until bona fide sale has been made. Make certain that the buyer's full name and address and county of residence are inserted before you sign the assignment. Initials are not acceptable. Use full legal name, no "nicknames."

MEMORANDUM CERTIFICATE

You cannot transfer ownership of an automobile with the Memorandum Certificate of Title (white copy) or a receipt. It is issued only for the purpose of obtaining License Plates when the original title is held by a lien holder.

DUPLICATE TITLES

If the Original Title is lost, stolen or destroyed, you may obtain a Duplicate Certificate of Title. If, after issuance of the Duplicate, the Original Title is recovered, the Original must be returned to The Title Department for cancellation. You can apply for the Duplicate Title in any county.

WHEN YOU HAVE A LIEN ON YOUR CAR

If you apply for a loan using your car as collateral, always insist upon getting a Memorandum Certificate of Title with which you can obtain license plates.

Depending on if your lien holder prefers to be an electronic lien holder, you could or could not receive a paper title back from them upon satisfaction of your lien. The cost of receiving a paper title if your bank does not have one is \$16.00

TRAILERS

A Certificate of Title is not required on any utility trailer weighing less than 4,000 pounds. To obtain license plates you must get a weight card from the license bureau and have the trailer weighed.

Commercial trailers or semi-trailers weighing in excess of 4,000 must have a Certificate of Title. To sell, transfer or mortgage such trailers the Certificate of Title must be presented.

MANUFACTURED HOME

The owner of a manufactured home is required to obtain a Certificate of Title. All manufactured home Titles must have a Tax Approval Stamp from the County Treasurer's Office where the manufactured home is located. It must also have a conveyance stamp from the County Auditor's Office (Where trailer is located) before transfer and then can be transferred in the same manner as motor vehicles.

SALVAGE VEHICLE

When you dismantle, destroy or change the character of your car so that it is no longer a complete car, you must surrender your Certificate of Title to the Title Department for cancellation.

When you sell your car to a salvage dealer, you must surrender your Certificate of Title to that dealer with the assignment (on the back of the Title) completely executed. Title must be in your name at time of surrender to salvage dealer.

To convert a Salvage Title to a Rebuilt Title, an inspection must be made by the State Highway Patrol. The application for the inspection may be obtained at the License Bureau for a fee of \$53.50. You may contact either Findlay State Highway Patrol at 419-423-2957 or Troy State Highway Patrol at 937-335-6412 for an appointment. Salvage Title must be in your name when you call to make appointment. For further information regarding Salvage and self-assembled vehicles go to the following web site http://www.bmv.ohio.gov/salvage_inspection.stm

OUT-OF-STATE VEHICLE INSPECTION

Any vehicle transferred from out-of-state to an Ohio Title must be physically inspected by an authorized new or used car dealer in Ohio or any Deputy Registrar. The customer pays the \$3.50 inspection fee for the inspection and \$1.50 at the Title Office when the Ohio Title is issued.

SECURITY AGREEMENT/LIEN PAPER

In order to record a lien on your title you will need one of 2 things. 1) Lien can be placed on assigned MCO or title application in the proper location. It must include Lien Holders name and address. 2) Properly signed and filled out security agreement. You will also need your title. Your payment book is not acceptable.

BUYING A BOAT OR MOTOR

A Certificate of Title is required on all boats 14 feet long or greater and all outboard motors 10 H.P. or greater. A canoe or kayak is exempt.

Before purchasing a boat or motor be sure the seller has the Certificate of Title. The seller is also required to assign the Ohio Watercraft Registration card to you. No registration is required for outboard motors.

TRANSFER OF TITLE

Your titles will be issued to you by the Clerk of Courts in any county, regardless of the location of the boat.

Do not accept the title(s) from the seller until they have their signature notarized and your name is shown as buyer.

SELLING A BOAT OR MOTOR

Do not execute the assignment on the reverse side of the Certificate of Title until a bona fide sale has been made. Make certain that the buyer's full name and address is inserted before you sign the assignment. Initials are not acceptable.
You must have your signature notarized.

If you do not have a Title for your boat or motor and have owned the boat or motor prior to October 10, 1963, your Clerk of Courts may issue a Title to you based on your registration or sworn statement.

HULL IDENTIFICATION NUMBER

Federal Boating Acts require all boats manufactured after November 1972 to show a Hull Identification Number {Serial Number} of not less than 12 characters.

If you have a 1973 or newer model boat, compare the H.I.N. with the number of your Title. If they differ, make a pencil tracing of number and present tracing and Title to your Clerk of Courts for Title correction.

SERIAL NUMBERS

If there is no manufacturers serial number, or if the manufacturers serial number has been removed, a serial number must be affixed to the boat or motor before a Certificate of Title can be issued. Application for a serial number is made to the Division of Watercraft. Forms may be obtained at the Title Department.

REGISTRATION

To renew or to apply for new Watercraft Registration you must present your certificate of Title to the Boat Registrar.

