

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	5.00
Duplicate Title	5.00
Memorandum Title	5.00
Duplicate Memorandum	5.00
Notation of Lien	5.00
Cancellation of Lien	N.C.
Physical Inspection	1.50
Late Fee	5.00
Notary Fee (each)	1.00
Boat Cert. Of Title	5.00
Boat Memorandum	5.00
Boat Notation of Lien	5.00
Boat Duplicate Title	5.00
Salvage Title	4.00
Photocopies	1.00
Certified Copies	4.00

USE TAX

A 6.00% Use Tax must be paid by a resident of Ohio when he purchases a motor vehicle outside of the State of Ohio. This applies to the purchase of any motor vehicle either for use or storage in Ohio. If the tax had been paid out of state at the time of purchase then the customer must furnish the Title Office with proof that the tax had been paid and we would only collect the difference in the tax if any is due.

SALES TAX

The Ohio State Legislature enacted a Sales Tax Law (effective 5-21-51) on a casual sale of any motor vehicle. Any person purchasing a motor vehicle from another person must fill out Tax Form T610 stating the purchase price upon which a 6.00% sales tax is levied. This form must be sworn to before a person duly authorized to administer oaths. Effective August 1, 1981, all boats and motors became taxable the same as motor vehicles. Any person purchasing a boat or motor from another person must fill out a Tax

Form T615 stating the purchase price upon which a 6.00% sales tax is levied. This form must be sworn to before a notary public or person duly authorized to administer oaths.

HOW TO PAY FOR TITLE FEES AND TAXES

Section 4505.06 O.R.C. requires that the Ohio Sales Tax and Use Tax must be paid in CASH, CERTIFIED CHECK, DRAFT OR MONEY ORDER to the Clerk of Courts before an application for an automobile title can be accepted. 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. 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. or Ohio License 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. A Federal Odometer Statement is required for vehicles less than 10 years old.

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 is inserted before you sign the assignment. Initials are not acceptable. Use full legal name, no "nicknames."

The seller must provide a Federal Odometer Statement.

MEMORANDUM CERTIFICATE

You cannot transfer ownership of an automobile with the Memorandum Certificate of Title (white copy). 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 AMORTGAGE 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.

Upon satisfaction of your mortgage, you should receive the Original Certificate of Title from the bank or finance company, properly stamped "paid" and the lien canceled by The Title Department.

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 a license bureau and have the trailer weighed.

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

MOTOR HOME

To convert a van to a motor home or after installation of a camping unit on your pick-up truck you must record this "Body Change" with your Title Department. Both Original Titles for the truck camper & pick-up truck must be presented for this change.

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 before transfer and then are transferred in the same manner as motor vehicles.

SALVAGE VEHICLE

When you dismantle, destroy or change the character of your car so that it no longer is 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.

To convert a Salvage Title to a Regular Title, an inspection must be made by the State Highway Patrol. A fee of \$25.00 is charged. The application for the inspection may be obtained at the State Highway Patrol Station or the Title Department.

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 \$1.50 inspection fee to the Inspector and \$1.50 at the Title Office when the Ohio Title is issued.

POWER OF ATTORNEY

No person can sign for you without a Notarized Power of Attorney Form. This Power of Attorney is attached to our files and becomes a part of the title record. The forms are available at the Title Department.

SECURITY AGREEMENT/MORTGAGE PAPER

The Security Agreement is required on all titles that have a lien noted on them. The Security Agreement is the loan papers that you signed agreeing to make payments to the lender. Your payment book is not acceptable.

WATERCRAFT TITLE INFORMATION

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.

ANNE E. GEIGER
CLERK OF COURTS
Allen County * Ohio

ALLEN COUNTY COURTHOUSE

P.O. Box 1243
Lima, Ohio 45802
Phone: (419) 228-3700

TITLE DEPARTMENT

Allen County Annex
330 N. Elizabeth Street
Lima, Ohio
Ext. 8882

OHIO LICENSE BUREAU

LIMA

2302 Harding Highway
Lima, Ohio
Phone: 221-3533

LIMA

2010 Spencerville Road
Lima, Ohio
Phone: 229-9888

DELPHOS

11425 Elida Road
Delphos, Ohio
Phone: 695-5433