



Sheila Bevington

Gauga County Clerk of Courts

Legal Office
100 Short Court Ste. 300
Chardon, Ohio 44024

Title Office
470 Center St. Bldg. 8
Chardon, Ohio 44024

TITLING-BY-MAIL CHECKLIST

Please note: these are general requirements and additional documentation may be requested upon review of your application for Certificate of Title.

Transfer of Ohio Title

- Assignment (top portion) of original Ohio title filled out in its entirety, signed by seller(s) and notarized.
- Buyer's Acknowledgement of Odometer Certification (middle portion) of original Ohio title signed by purchaser(s).
- Application (bottom portion) of original Ohio title filled out in its entirety, signed by purchaser(s) and notarized.
- Lien release from lien holder if an open lien exists
- \$15.00 title fee plus sales tax (based on county of residence) on purchase price.

Transfer of Non-Ohio Title

- Original certificate of title with assignment completed in its entirety.
- A BMV Out of State Inspection Form.
- Lien release from lien holder if an open lien exists.
- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) filled out in its entirety, signed by applicant(s) and notarized.
- Applicant's Odometer Statement (located on website under *Forms*) if applicable.
- \$16.50 title fee plus sales tax (based on county of residence) on purchase price.

Duplicate/Replacement Ohio Title

- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) with the *Duplicate/Replacement* section completed in addition to vehicle and owner(s) information. Application must be signed by owner(s) and notarized.
- Lien release from lien holder if an open lien exists.
- \$15.00 title fee.

For the following title transactions please call our office at 440-279-1750.

- Probate
- Surviving Spouse
- Lease transactions
- Court Order

Mail your forms and make check or money order payable to:

Geauga County Clerk of Courts
Auto Title Division
470 Center St. Bld. #8 B
Chardon, OH 44024