



Sheila M. Bevington

Geauga County Clerk of Courts

Legal Office | 100 Short Court Street Ste. 300 | Chardon OH 44024 | 440-279-1960

Title Office | 12611 Ravenwood Drive Ste. 100 | Chardon OH 44024 | 440-279-1750

www.geaugacourts.org | smbevington@geaugacourts.org

Mail directly to the address below: *(Certified Mail Suggested)*

Auto Title Office
12611 Ravenwood Drive Ste. 100
Chardon, OH 44024

Out-of-State Lienholder:

Your mortgagor (whose signature and present address appears below) wishes to procure an Ohio Certificate of Title and license plates. In conformity with Ohio laws, the following applicable paper(s) are necessary:

ORIGINAL Certificate of Title

NOTE: IF THIS IS A LEASED VEHICLE PLEASE ENCLOSE YOUR OHIO LEASING DEALER NUMBER AND A NOTARIZED POWER OF ATTORNEY.

The original Ohio Certificate of Title with your lien noted thereon will be returned to you. A Memorandum Certificate of Title which may be used only to procure Ohio license plates will be issued to your mortgagor.

PLEASE NOTIFY THE MORTGAGOR AS SOON AS THE NECESSARY PAPERS ARE SENT.

Signature

Name (please print)

Address

City

State

Zip

Phone Number

Account Number

VIN/Serial No.