

**INFORMATION GUIDE  
FROM THE  
FULTON COUNTY**

**CLERK OF COURTS**

**TITLE  
DIVISION**

**Tracy Zuver  
FULTON COUNTY  
CLERK OF COURTS**

**CLERK OF COURTS  
AUTO TITLE DEPT.**

**152 South Fulton Street  
Ste. 135  
Wauseon, OH 43567**

Phone (419) 337-9204

Office Hours:  
Monday-Friday  
8:30 a.m. to 4:30 p.m.

## SCENARIO 1

You have moved to Ohio from out of State. You own the vehicle free and clear of any liens and it is titled in your name only. You will need the following:

Original Out of State Title Identification showing Ohio residency  
Out of State Vehicle Inspection  
Cash or Check (drawn on Ohio Bank) for the Title Fees

## SCENARIO 2

You have moved from out of State. The title is in more than one name and you are making payments to a lender. You will need the following:

1. Original out of State Title\*
2. Anyone whose name is on the title will need to be present. If everyone is not available, a notarized Power of Attorney can be used.
3. Identification showing Ohio residency
4. Out of State Vehicle Inspection
5. Cash or Check (drawn on Ohio Bank) for the Title Fees

## SCENARIO 3

You have moved from out of State and have leased vehicle. You will need the following:

1. Original Out of State Title in the Lease Company's name\*
2. Notarized Power of Attorney from Lease Company allowing you to sign for them
3. Out of State Vehicle Inspection
4. Identification showing Ohio residency
5. Cash or Check (drawn on Ohio Bank) for the Title Fees

## SCENARIO 4

You have purchased a vehicle from an individual who lives in Ohio. You will need the following:

1. The Original Ohio Title with the top half of the back filled out by the seller and notarized.
2. Identification showing Ohio residency
3. Cash or Check (drawn on Ohio bank) for sales tax and title fees

## SCENARIO 5

You have purchased a used vehicle from an individual in another state. You will need the following:

1. The original title from the state the seller lives in. The assignment must be complete and if the title document has a space for a Notary Public, it must be notarized.
2. Out of State vehicle inspection
3. Appropriate mileage affidavit
4. Identification showing Ohio residency

## SCENARIO 6

You have purchased a new vehicle from an out of state dealer. You will need the following:

Manufacturer's Certificate of Origin (MCO) from the Dealer  
A Bill of Sale  
Federal Odometer Statement  
Identification showing Ohio residency  
Cash, Money Order or Check (drawn on Ohio Bank) for taxes and Title Fees.  
Proof of any tax paid out of state.

## SCENARIO 7

You have purchased a used vehicle from a dealer in another state. You will need the following:

1. The out of state title signed over to you from the dealer where you purchased the vehicle
2. Bill of Sale
3. Federal Odometer Statement (if vehicle is less than 10 years old)
4. Out of State Vehicle Inspection
5. Identification showing Ohio residency
6. Cash, Money Order or Check (drawn on Ohio Bank)

*\*If you do not have the Original Title in your possession, bring your Lienholder/ Lease Company name, address and account number to the Title Bureau. We will send a written request for the documents.*

### AUTOMOBILE TITLE INFORMATION

#### COUNTY RESIDENCE

- State I.D. or Ohio License required.

#### 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 Bureau 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 to see if it corresponds with 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 bonafide 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. 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 the lienholder.

#### DUPLICATE TITLE

- 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 is recovered, the Original must be returned to The Auto Title office for cancellation.

#### WHEN YOU HAVE A MORTGAGE 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 Clerk of Courts.
- If your lienholder held an electronic title for your vehicle, you will receive a notice from them and then you must apply for a replacement title at the Title office.

## 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 Clerk of Courts. 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. Before transferring ownership, all manufactured home titles must have a tax approval stamp from the County Treasurer and a conveyance stamp from the County Auditor, in the county where the manufactured home is located. The tax stamp is given by the Treasurer after all manufactured home taxes are paid for the year. The conveyance stamp is given after a conveyance fee of \$4.00 per thousand, based on purchase price, is paid to the Auditor. Since 2000, manufactured homes are taxed like real estate and no sales tax is charged when the title is issued.

## 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 Clerk of Courts 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, and inspection must be made by the State Highway Patrol. A fee of \$50.00 is charged. The application for the inspection may be obtained at the License Bureau.

## OUT OF STATE VEHICLE INSPECTION

- Any vehicle transferred from out-of-state to an Ohio title must be physically inspected by an authorized car dealer in Ohio or any Deputy Registrar. The customer pays the 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 thereof. The forms are available at the Title Bureau.

## SECURITY AGREEMENT/ MORTGAGE PAPER

- 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.
- Do not accept the titles from the seller until he has his 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 bonafide sale has been made. Make certain that the buyer's correct 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 manufacturer's serial number, or if the manufacturer's 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 serial number is made to the Division of Watercraft. Forms may be obtained at your County Clerk's Auto Title office

## REGISTRATION

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

## FEEES 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
Duplicate Memorandum	\$5.00
Cancellation of Lien	N.C.
Physical Inspection	\$1.50
Late Fee	\$5.00
Notary Fee (each)	\$1.00
Boat Cert. of Title	\$15.00
Boat Memorandum	\$5.00
Boat Duplicate Title	\$15.00
Salvage Title	\$4.00
Photocopies	\$1.00
Certified copies	\$2.00
Title Search	\$5.00

## USE TAX

- A 6% 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. Sales Tax rate is 7.25% in Fulton County.
- Effective August 1, 1981 -all boats and motors became taxable the same as motor vehicles.

## 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.

### **4505.031 MINORS DISPOSING OF OR ACQUIRING MOTOR VEHICLES**

- No minor under eighteen years of age shall sell or otherwise dispose of a motor vehicle or purchase or otherwise acquire a motor vehicle unless the application for a certificate of title is accompanied by a form prescribed by the registrar of motor vehicles and signed by one of the minor's parents, his guardian, or other person having custody of the minor authorizing the sale, disposition, purchase, or acquisition of the motor vehicle. Form must be notarized.

## **CHANGE OF NAME**

- If your name changed through marriage or court proceedings, the name on your Certificate of Title cannot be changed. There is no authority in the law to issue a new title in your new name for the same vehicle.

## **SUGGESTIONS**

- REMEMBER: The Certificate of Title to your automobile is similar to the deed of your real estate property -take good care of it. It is a Legal Document.
- DO NOT carry your Certificate of Title on your person or in your car -keep it in a safe place. It is your only proof of ownership.
- If you are in doubt concerning the transferring, buying, selling or mortgaging of a motor vehicle, always call your Clerk of Courts for complete information.

### **Taxpayers are:**

The Embodiment of the Great American Freedom of Spirit.  
They are individuals at whose pleasure we are honored to serve.