

**SANDUSKY COUNTY CLERK OF COURTS**

**CHRISTIE SCHNEIDER**

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**OFFICE HOURS**

Monday – Friday 8:00-4:30

**GENERAL TITLE INFORMATION**

The Title Division of the Clerk of Courts of Common Pleas is linked throughout the State of Ohio by a centralized computer network. This Automated Title Processing System (ATPS) provides fast and efficient issuance of Ohio titles. The title department is responsible for the issuance of titles for motor vehicles and watercraft including automobiles, motorcycles, manufactured homes, travel trailers, trailers over 4000 lbs., boats, boat motors, all-terrain vehicles (ATVs), off-road motorcycles, and jet skis. The title department also processes duplicate titles, memorandums, transfers from out-of-state titles, and replacements. If you are in doubt concerning the transferring, buying, selling, or mortgaging of a motor vehicle or watercraft, always call our office for complete and correct information.

Please remember that the Certificate of Title to your automobile or watercraft is like the Deed to your real property; take good care of it. Do not carry it on your person or in your car. Keep it in a safe place. It is your only proof of ownership.

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.

A transfer of title must be made within 30 days of assignment to avoid a \$5.00 late fee. If a temporary tag is needed, it must be purchased prior to transferring the title. This can be done at the licensing agency.

Used vehicles purchased out of state require a serial number inspection done at the license agency or by an authorized inspection station.

Your Social Security number is required by law when applying for a certificate of title pursuant to section 4505.07 ORC.

**FEES**

TITLE	\$ 15.00
MEMORANDUM	\$ 5.00
DEALER RESALE TITLES	\$ 5.00
NOTARY FEE	\$ 1.00
DUPLICATE TITLE	\$ 15.00
REPLACEMENT	\$ 15.00

PENALTY (over 30 days)	\$ 5.00
SALVAGE TITLE	\$ 4.00
WATERCRAFT TITLE	\$ 15.00
MOBILE HOME ARCHIVE	\$ 5.00
PHYSICAL INSPECTION	\$ 1.50
CANCELLATION OF LIEN	\$ 0.00

Fees may be paid by cash, check, money order, or credit/debit card with a \$3.99 minimum fee or 2.95% of total charges, whichever is greater. Checks are to be made payable to "Clerk of Courts".

### **SALES TAX**

Section 4505.06 ORC requires Ohio sales tax to be paid to the Clerk of Courts when the title is processed. If you are sales tax exempt, reason for exemption is required. If you purchase a vehicle/watercraft out of state from a dealer, part of the tax may be collected by that state. The customer must furnish proof of payment with a bill of sale/receipt from the dealer and the amount paid will be credited. Any additional tax due is collected at the title department.

### **POWER OF ATTORNEY**

No person can sign for someone else without a signed and notarized Power of Attorney.

### **CROSS COUNTY TITLING**

As of March 2002, titles may be processed in the county of choice. We welcome your business.

### **NOTARY PUBLICS**

Before notarizing any assignment of titles, the seller is required by law to provide the notary the correct buyer information, including name (no nicknames or initials only), address, mileage (if applicable), and selling price. The seller or sellers must sign in the presence of the notary and provide proper ID. If the title is in more than one owner's name, all owners must sign.

### **WROS (With Right of Survivorship)**

When a title is issued in two names, WROS may be added to the title.

### **SURVIVING SPOUSE**

A surviving spouse may transfer motor vehicle titles with a combined appraised value of no more than \$65,000. Also, the surviving spouse may transfer one boat and one outboard motor title. The surviving spouse must provide the title and death certificate. A Surviving Spouse Affidavit will be properly processed, signed and notarized at the title department. Some exclusions apply to the type of motor vehicle to be transferred, for example, motor homes and travel trailers, ATV'S,UTV'S, and larger trucks such as dump trucks and semis.

### **TRANSFER ON DEATH (effective 7/23/2002)**

A TOD title allows the vehicle or watercraft to be transferred to one or more beneficiaries outside of probate court. TOD must display on the title prior to the titled owner's death. The titled owner may request to add one or more beneficiaries to the titles for motor vehicles, watercraft, travel trailers, motor homes, mobile homes, all purpose vehicle or off highway motorcycle. Utility vehicles, under speed vehicles and mini trucks are not eligible for TOD. If the title has two owners and the designation of WROS, the owners may add one or more beneficiaries to the title as well. Upon the owner's death, the beneficiary will need the owners title, the death certificate and drivers license to transfer the title.

### **NEW OHIO RESIDENTS**

An out-of-state vehicle must have a physical inspection of the serial number (VIN) performed by the license agency or by an authorized inspection station. If your title is being held by a financial institution, we can assist you by requesting the out-of-state title. The financial institution will forward the original title to us for the purpose of a state-to-state transfer.

### **MINORS**

People under 18 years of age applying for a title or selling the vehicle must have a minor consent form signed by a parent or legal guardian. IDs are required.

### **DUPLICATE TITLES**

You may apply for a duplicate title if the original title has been lost, stolen, or destroyed. If an open lien shows active in our system, we require a lien release/termination statement from the lienholder so we can cancel lien before printing the duplicate. If more than one owner applies, all must sign the application for title.

### **MEMORANDUM CERTIFICATE**

A memorandum title is used only to purchase license plates. You cannot transfer ownership with the memorandum title.

### **MANUFACTURED HOMES**

The owner of a manufactured home is required to obtain a title. All manufactured home titles must have a "tax approval stamp" from the county treasurer's office and a "conveyance" stamp from the auditor's office from the county where the mobile home is located.

### **SALVAGE TITLE**

A salvage title is issued when an insurance company declares the vehicle a total loss or the vehicle is impractical to fix. The owner may purchase the vehicle back and obtain the State Highway Patrol inspection before the vehicle can be driven. A fee of \$53.50 is charged at the license agency.

### **JUNK VEHICLES**

When a vehicle is junked, the junkyard will require a title to be assigned to them from the current owner/owners. The junkyard will then surrender the title to the title department for the purpose of inactivating the title in the system. If you dismantle or destroy the vehicle yourself, you may surrender the title to the title department so it can be junked in the system.

### **WATERCRAFT**

A title is required on all boats 14 feet or longer and all outboard motors 10 HP or more. Canoes and kayaks are not titled. Jet skis are also titled.

If you do not have a title for a boat or motor purchased prior to October 10, 1963, the title department may issue a title to you based on your registration and sworn statement. If you purchased a jet ski prior to January 1, 2000, you must obtain a title before you can sell it or mortgage it.

Effective July 4, 2002, all watercrafts are required to have a 12-character Hull ID# before a title can be issued. Information may be obtained by calling the Division of Watercraft. The nearest office to our county is in Sandusky, Ohio, (419) 621-1402.