



**DEBORAH A. MYERS**  
Ashland County Clerk of Courts

Ashland County Courthouse  
142. W. Second Street • Ashland, Ohio 44805  
[www.clerkofcourts@ashlandcounty.org](http://www.clerkofcourts@ashlandcounty.org)

**TITLING BY MAIL CHECKLIST**

Listed below are general requirements; additional documentation may be required.

**Transfer of Ohio Title:**

- ✓ Assignment (top portion) of original Ohio title fully completed, signed by seller 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 completely, signed by the purchaser(s) and notarized
- ✓ Lien release from lien holder, if an open lien exists
- ✓ \$15 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 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 title fee

**For the following title transactions, please call the Title Office at (419) 282-4288:**

- ✓ Probate, Surviving Spouse
- ✓ Lease transactions
- ✓ Court Order

**Please mail your forms and make your check or money order to the following address; include a postage paid return envelope and your phone number.**

Ashland County Clerk of Courts  
Auto Title Division  
142 W. Second Street – Basement  
Ashland OH 44805

\* [www.bmv.ohio.gov](http://www.bmv.ohio.gov)

LEGAL DIVISION: 419-282-4242 | [clerkstaff@ashlandcounty.org](mailto:clerkstaff@ashlandcounty.org)

TITLE DIVISION: 419-282-4288 | Fax: 419-289-1626 | [title@ashlandcounty.org](mailto:title@ashlandcounty.org)