



Jennifer Johnson
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Legal Office
801 Wheeling Avenue
Cambridge, Ohio 43725

Auto/Title Office
401 Wheeling Avenue
Cambridge, Ohio 43725

Welcome to Ohio!

Have you recently relocated and need to transfer your auto title? In order to register a vehicle and obtain license plates in Ohio, an out-of-state title must be converted to an Ohio title.

Service is a key component of the work we provide to our customers. We want to ensure your title transaction is correct and complete. Below you will find what you will need in order to register your vehicle and obtain license plates in Ohio.

What do I need to bring to the Title Office?

1. Physical Certificate of Title
2. A valid government issued driver's license or identification card.
3. A BMV Out-of-State Inspection
Inspections can be obtained at any Ohio Deputy Registrar License Agency or an Ohio Licensed Motor Vehicle dealership.
4. A lien release from your lien holder. Only applicable if an open lien exists on your title that **has been satisfied**.
5. **For lease transaction only**: two original powers of attorney from lessor (one to obtain an Ohio Title and one to obtain Vehicle Registration and License Plates).
6. Payment for Title Fees. \$16.50 Title Fee plus \$1.00 fee per notarization. We accept cash, check, or money orders. Please make checks payable to: Guernsey County Clerk of Courts.

Important Information to Remember

- For dual ownership, both parties must be present, unless a power of attorney is provided.
- Social Security numbers are required for all parties.
- Photocopies of a title are not accepted.
- If your lienholder has your title, you must complete a transfer request form and send it to your lienholder.
- For Out-of-State leasing dealers, a leasing permit number and a valid Ohio Use Tax account number (99-XXXXXX) are required.

Legal Department
Phone: (740) 432-9330
Fax: (740) 432-7807

Title Department
Phone: (740) 432-9235
Fax: (740) 432-9239