

KAREN INFANTE ALLEN
TRUMBULL COUNTY CLERK OF COURTS

Auto Title Department
160 HIGH STREET N.W.
Warren, OH 44481
PHONE: (330) 675-2407* FAX: (330) 675-2701
clerk.co.trumbull.oh.us

****DURING THE COVID-19 PANDEMIC, THERE WILL BE NO PUBLIC ACCESS FOR THE GENERAL PUBLIC EFFECTIVE MARCH 19, 2020 @ 1:00 P.M. UNTIL FURTHER NOTICE!!**
PLEASE FOLLOW THE GUIDELINES FOR MAILING IN AND PROCESSING YOUR COMPLETED TITLE WORK!! ALL FORMS CAN BE DOWNLOADED FROM MY WEBSITE: clerk.co.trumbull.oh.us
CALL (330) 675-2407 FOR ASSISTANCE WITH ANY FORMS!

TITLING-BY-MAIL CHECKLIST

Please note: these are general requirements and additional documentation may be requested upon review of your application for Certificate of Title. Any additional questions, please contact our office at 330.675.2407.

Transfer of Ohio Title

- Assignment (top portion) of original Ohio title filled out in its entirety, signed by seller(s) 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 in its entirety, signed by purchaser(s) and notarized.
- Lien release from lien holder if an open lien exists.
- \$15.00 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 (could be completed by a Licensed Motor Vehicle Dealer during BMV Closure)
- Lien release from lien holder if an open lien exists.
- Ohio Application for Certificate of Title to a Motor Vehicle (located on the Clerk's website under "Forms") filled out in its entirety, signed by applicant(s) and **notarized**.
- Applicant's Odometer Statement (located on the Clerk's website under "Forms"), if applicable.
- \$16.50 title fee plus sales tax (based on your Ohio county of residence) on purchase price.

Duplicate/Replacement Ohio Title

- Ohio Application for Certificate of Title to a Motor Vehicle (located on Clerk's 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.
- \$15.00 title fee.

For the following title transactions please call our Dedicated Title Help Line at 330.675.2407:

- Probate (Trumbull County Probate's direct phone number is 330.675.2521)
- Surviving Spouse
- Lease transactions
- Court Order
- State-to-State Title Conversions (moved from another state)

Mail your forms and make check or money order payable to:

CLERK OF COURTS

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