

### **Frequently Asked Questions about Motor Vehicles**

**What are the motor vehicle title requirements when moving to Ohio from another state?**

**What are the title requirements for a motor vehicle purchased from another Ohio resident?**

**What are the title requirements for a motor vehicle purchased from an out of state resident?**

**What are the title requirements for a new motor vehicle purchased from an out of state dealer?**

**What are the title requirements for a used motor vehicle purchased from an out of state dealer?**

**How do I apply for a lost, stolen, or destroyed title?**

**What do I need to get a title to my ATV or off road motorcycle?**

**What is the phone number to the license bureau?**

**What is the phone number to the driver's exam station? 419-354-5920**

### **Frequently Asked Questions about Watercraft**

**What are the watercraft title requirements when moving to Ohio from another state?**

**What are the title requirements for a watercraft purchased from another Ohio resident?**

**What are the title requirements for a watercraft purchased from an out of state resident?**

**What are the title requirements for a new watercraft purchased from an out of state dealer?**

**What are the title requirements for a used watercraft purchased from an out of state dealer?**

**What are the title requirements to convert a documented boat to a titled boat?**

**Where can I get my boat registered?**

### **What are the motor vehicle titling requirements when moving to Ohio from another state?**

When an individual moves into Ohio from another state, they should transfer the title and plates on their vehicle as soon as possible after establishing residency. To issue a title for this type of transfer the title office needs the following documentation:

- 1) Out-of-state Inspection Form – can be done at any license bureau or new car dealer in Ohio.
- 2) Out of State Title – in cases where a lien holder is holding the title, the owner of the vehicle will need to provide the title office with the lien holder's fax number. The title office will fax a letter to request the title from the lien holder for the sole purpose of converting it to an Ohio title. It generally takes 7-10 business days to receive the title.

When the title office receives the title from the lien holder, we will call the customer to come in and remind them to bring the necessary documentation.

- 3) Liens – if a lien exists on the out of state title it will be carried forward on the Ohio title.
- 4) Identification (picture/signature type) - for any person whose signature the title office personnel must notarize.

An application for title and an applicant's odometer statement will be completed and notarized at the title office if necessary.

### **What are the title requirements for a motor vehicle purchased from another Ohio resident?**

When an Ohio resident purchases a privately owned vehicle from an individual with an Ohio title the title office needs the following documentation:

- 1) Ohio Title – the assignment portion must be completed and notarized if the seller is not present with the buyer at the title office.
- 2) Federal Odometer Statement – completed by buyer and seller.
- 3) Liens – if a lien is to be recorded the title office will need evidence of a secured interest acknowledged by all owners.
- 4) Identification (picture/signature type) - for any person whose signature the title office personnel must notarize.

An application for title and a consumer tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must also pay sales tax if due on the purchase price at the time of transfer.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

### **What are the title requirements for a motor vehicle purchased from an out of state resident?**

When an Ohio resident purchases a vehicle from a private individual with an out of state title the title office needs the following documentation:

- 1) Out of State Inspection Form – can be done at any license bureau or new car dealer in Ohio.
- 2) Out of State Title – must be completed and notarized if required by the seller's state.

If the seller is from a state that does not title the motor vehicle we will follow the other states titling requirements.

- 3) Federal Odometer Statement – completed by buyer and seller.
- 4) Liens – if a lien is to be recorded the title office will need evidence of a secured interest acknowledged by all owners.
- 5) Identification (picture/signature type) - for any person whose signature the title office personnel must notarize.

An application for title and the consumer's tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must also pay sales tax if due on the purchase price at the time of transfer.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

### **What are the requirements for a new motor vehicle purchased from an out of state dealer?**

When an Ohio resident purchases a new vehicle from a dealer in another state the title office needs the following documentation:

- 1) Manufacturers' Certificate of Origin – correctly assigned and notarized if required by the seller's state.
- 2) Bill of Sale – including the year, make, serial number, purchase price, trade-in amount, lien holder information if applicable, and sales tax paid. Some states issue a specific bill of sale form that the Ohio Department of Taxation requires us to have prior to title issuance.
- 3) Federal Odometer Statement – completed by buyer and seller.
- 4) Liens – if a lien is to be recorded, the title office will need evidence of a secured interest acknowledged by all owners.
- 5) Identification – (picture/signature type) - for any person whose signature the title office personnel must notarize.

An application for title and a consumer sales tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must pay sales tax if due on the purchase price at the time of transfer. Ohio law allows that if a purchaser has a trade-in on a new vehicle the amount given on trade will be deducted from the purchase price of the new vehicle and Ohio sales tax will be charged on the difference.

### **Sales Tax Credit**

If the selling dealer has collected any taxes which is noted on the bill of sale or on a state tax receipt, the state of Ohio will give a tax credit to the purchaser and charge only the remaining percentage up to the current rate of taxation for Ohio.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

## **What are the title requirements for a used motor vehicle purchased from an out of state dealer?**

When an Ohio resident purchases a used vehicle from a dealer in another state the title office needs the following documentation:

- 1) Out of State Inspection Form – can be done at any license bureau or new car dealer in Ohio.
- 2) Out of State Title – must be completed and if required by the seller's state, notarized.
- 3) Bill of Sale – including the year, make, serial number, purchase price, trade-in amount, lien holder information if applicable, and sales tax paid. Some states issue a specific bill of sale form that the Ohio Department of Taxation requires us to have prior to title issuance.
- 4) Federal Odometer Statement – completed by buyer and seller.
- 5) Liens – if a lien is to be recorded the title office will need evidence of a secured interest acknowledged by all owners.
- 6) Identification – (picture/signature type) - for any person whose signature the title office personnel must notarize.

An application for title and a consumer sales tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must pay sales tax if due on the purchase price at the time of transfer.

### **Sales Tax Credit**

If the selling dealer has collected any taxes which is noted on the bill of sale the state of Ohio will give a tax credit to the purchaser and charge only the remaining percentage up to the current rate of taxation for Ohio.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

### **How do I apply for a lost, stolen, or destroyed title?**

When a title is lost, stolen, or destroyed, a duplicate title must be applied for. The application for the duplicate title must be completed and notarized. All persons listed as owners on the original title must sign for the duplicate title.

If the original title has an open lien the lien holder must apply for the duplicate title. The person making the application for the duplicate title should sign the lien holder's name followed by their name and position with the institution.

If the lost or stolen title is an interstate or non-resident title the Clerk of Courts office must have confirmation from the owner's state that no title has been issued on the vehicle in question.

## **What do I need to get a title for my ATV or off-road motorcycle?**

A certificate of title must be obtained for an ATV or off-road motorcycle before the owner can register the vehicle for the first time or renew registration to a vehicle not already titled.

Ohio dealers are required to provide titles to all ATV's and off-road motorcycles purchased through their dealership within 30 days of the date of purchase. Also, dealers must title all used vehicles in their dealership's name before selling them.

To title an ATV or off- road motorcycle the title office will need the following documentation:

- 1) Out of State Inspection Form – unless you have a manufacturer's statement of origin assigned directly to you from a licensed dealer or an Ohio title, you need an inspection which can be done at deputy registrar locations or at most new car dealerships.
- 2) Proof of Ownership – the title office will need **one** of the following to show that you are the current owner of the vehicle.
  - a) Manufacturer's statement of origin
  - b) Title from another state (in your name or assigned to you)
  - c) Ohio Certificate of Title that has been assigned to you
  - d) A registration and bill of sale from a state that does not title them
- 3) Identification – (picture/signature type) – for any person whose signature the title office personnel must notarize.
- 4) Sales Tax - sales tax will be collected if due on all ATV's and off road motorcycles purchased after July 1, 1999.
- 5) Liens – if there is a lien on your ATV or off-road motorcycle the title office will need evidence of a secured interest acknowledged by all owners.

**What is the phone number to the license bureau?**

**There are two license bureaus in the vicinity of the Wood County Title Office:**

**Bowling Green License Bureau – 419-354-2886**

**Perrysburg License Bureau – 419-874-7575**

## **What are the watercraft title requirements when moving to Ohio from another state?**

All boats 14' and over, all boats less than 14' with a permanently fixed mechanical means of propulsion of more than 10 horsepower (ex. jet skis), and all outboard motors 10 horsepower and over are required to be titled in Ohio.

Canoes and kayaks are not titled in Ohio regardless of how long they are. They are only registered.

Boats and outboard motors are titled separately. Inboard motors appear on the same title as the boat they are attached to.

### **MOTOR DEFINITIONS**

#### **Inboard Motor**

Definition: The engine is permanently installed in the boat. Only one title is issued including both the boat and motor information.

#### **Outboard Motor**

Definition: This engine is not considered to be part of the boat. The engine is mounted to the boat, but can be removed at any time. Any outboard motor that is 10 horsepower or more will be issued its own title.

#### **Inboard/Outboard (I/O)**

Definition: This engine is permanently installed in the boat. The out-drive propeller is permanently attached to the boat. Only one title is issued including both the boat and motor information.

## **What are the title requirements for a watercraft purchased from another Ohio resident?**

When an Ohio resident buys a privately owned watercraft from an individual with an Ohio title the title office needs the following documentation:

- 1) Ohio Title – the assignment portion must be completed and notarized if the seller is not present with the buyer at the title office. **Ohio law requires all watercraft to have a 12-digit serial number prior to title transfer.**
- 2) Inboard Motor – the inboard motor should be listed on your watercraft title. If it is not, we would need the year, make, serial number, and horse power to put it on.
- 3) Outboard Motor – if the motor is over 10 horsepower it should have a title to be assigned over and notarized. If there is no title for the motor the Ohio seller would need to contact the Ohio Division of Watercraft at 877-426-2837 to do a search and see if a title can be established.
- 4) Identification (picture/signature type) - for any person whose signature the title office personnel must notarize.
- 5) Liens – if a lien is to be recorded, the title office will need evidence of a secured interest acknowledged by all owners.

An application for title and a consumer tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must pay sales tax if due on the purchase price at the time of transfer.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

## **What are the title requirements for a watercraft purchased from an out of state resident?**

When an Ohio resident purchases a watercraft from a private individual in another state the title office needs the following documentation:

- 1) Title – the title must be assigned to the buyer and notarized if the seller’s state requires it. If the seller is from a state that does not title the watercraft we will follow the other states titling requirements. **Ohio law requires all watercraft to have a 12-digit serial number prior to title transfer.**
- 2) Inboard Motor – if the boat has an inboard motor we will put the motor on the Ohio watercraft title. We will need the year, make, serial number, and horsepower of the motor.
- 3) Outboard Motor – if an outboard motor over 10 horsepower is purchased we will need the title properly signed over to the new buyer. If the seller is from a state that does not title outboard motors we will follow the other states requirements.
- 4) Identification – (picture/signature type) - for any person whose signature the title office personnel must notarize.
- 5) Liens – if a lien is to be recorded the title office will need evidence of a secured interest acknowledged by all owners.

An application for title and a consumer tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

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### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

## **What are the title requirements for a new watercraft purchase from an out of state dealer?**

When an Ohio resident purchases a new watercraft from an out of state dealer the title office needs the following documentation:

- 1) Manufacturers Certificate of Origin– must be assigned to the buyer and notarized if the seller's state requires it.
- 2) Bill of Sale – including the year, make, serial number, purchase price, trade-in amount, lien holder information if applicable, and sales tax paid. Some states issue a specific bill of sale form that the Ohio Department of Taxation requires us to have prior to title issuance.
- 3) Inboard Motor – if the boat has an inboard motor we will put the motor on the Ohio watercraft title. We will need the year, make, serial number, and horsepower of the motor.
- 4) Outboard Motor - if an outboard motor over 10 horsepower is purchased we will need the manufacturer's certificate of origin or a title properly signed over to the new buyer. If the seller is from a state that does not title outboard motors we will follow the other states requirements.
- 5) Identification (picture/signature type) - for any person whose signature the title office personnel must notarize.
- 6) Liens – if a lien is to be recorded the title office will need evidence of a secured interest acknowledged by all owners.

An application for title and a consumer tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must pay sales tax if due on the purchase price at the time of transfer.

### **Sales Tax Credit**

If the selling dealer has collected any taxes, which is noted on the bill of sale or on a state tax receipt, the state of Ohio will give a tax credit to the purchaser and charge only the remaining percentage up to the current rate of taxation for Ohio.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

## **What are the title requirements for a used watercraft purchased from an out of state dealer?**

When an Ohio resident purchases a used watercraft from an out of state dealer the title office needs the following documentation:

- 1) Title - the title must be assigned to the buyer and notarized if the seller's state requires it. If the seller is from a state that does not title the watercraft we will follow the other states requirements. **Ohio law requires all watercraft to have a 12-digit serial number prior to title transfer.**
- 2) Bill of Sale – including the year, make, serial number, purchase price, trade-in amount, lien holder information if applicable, and sales tax paid. Some states issue a specific bill of sale form that the Ohio Department of Taxation requires us to have prior to title issuance.
- 3) Inboard Motor – if the boat has an inboard motor we will put the motor on the Ohio watercraft title. We will need the year, make, serial number, and horsepower of the motor.
- 4) Outboard Motor - if an outboard motor over 10 horsepower is purchased we will need the manufacturer's certificate of origin or a title properly signed over to the new buyer. If the seller is from a state that does not title outboard motors we will follow the other states requirements.
- 5) Identification – picture/signature type, for any person whose signature the title office personnel must notarize.
- 6) Liens – if a lien is to be recorded, the title office will need evidence of a secured interest acknowledged by all owners. Please refer to the [Liens Section] for further explanation of this requirement.

An application for title and a consumer tax form will be completed and notarized at the title office if necessary.

### **Sales Tax Charged**

The purchaser must pay sales tax if due on the purchase price at the time of transfer.

### **Sales Tax Credit**

If the selling dealer has collected any taxes, which is noted on the bill of sale or on a state tax receipt, the state of Ohio will give a tax credit to the purchaser and charge only the remaining percentage up to the current rate of taxation for Ohio.

### **Penalty Assessed on Titles Not Transferred Within Thirty Days of Purchase**

The law requires the buyer to transfer the title within thirty (30) days of the purchase or pay a \$5.00 penalty. The purchase date is the date the title was assigned to the buyer.

## **CONVERTING A DOCUMENTED BOAT INTO A TITLED BOAT**

If the owner of a documented boat wishes to discontinue documentation and obtain Ohio title to the watercraft, the owner must present a copy of the documentation and a letter from the Coast Guard confirming that the documentation has been deleted to the Clerk of Courts title office.

If a current documented owner is selling their watercraft to an individual that does not wish to maintain the existing documentation, the seller must provide the purchaser with a copy of the seller's documentation, a bill of sale, and a letter from the Coast Guard confirming that the boat has been deleted from documentation. To obtain title, the purchaser must present the seller's copy of documentation, the bill of sale, and the Coast Guard's letter to the Clerk of Courts office.

**Ohio law requires all watercraft to have a 12-digit serial number prior to title transfer.**

**Where can I get my boat registered?**

## **Boat Registration Locations**

### **Perrysburg License Bureau**

26611 North Dixie Highway, Perrysburg, OH 43551

Phone: 419-874-7575

### **River Lures**

24316 Front Street, Grand Rapids, OH 43522

Phone: 419-832-0989