



JAN ANTONOPLOS  
Delaware County Clerk of Courts

## **Instructions on Converting an Out-of-State Title With a Lienholder to an Ohio Title**

1. Complete the attached letter.
2. Mail or fax the completed letter to your lienholder.
3. We will contact you when we have received all of the information from your lienholder.
4. When we have received the information from the lienholder, the owner must bring an Out-Of-State Inspection form and their driver's license to one of our offices to apply for the Ohio title. Any new car dealer or Deputy Registrar can complete the Out-Of-State Inspection (this inspection verifies the serial number, make and model of your vehicle).

**Note:** If the title is in two names, both individuals must apply for the Ohio Title. If one of the owners is unable to come to our office, they may authorize another person to apply on their behalf with a **notarized** power of attorney.

For leased vehicles, procedures will vary.

For information on obtaining Ohio license plates, contact the Ohio Bureau of Motor Vehicles or your closest Deputy Registrar.

Please contact the Delaware County Clerk of Courts Auto Title Division at (740) 833-2490 or (740) 657-3945 if we can be of any further assistance, or to ensure that we have received your paperwork.

*Legal Division*  
91 North Sandusky Street  
Delaware, Ohio 43015  
740-833-2500  
FAX: 740-833-2499

*Main Title Office*  
Willis Government Building  
2081-A U.S. 23N, Suite 1  
Delaware, Ohio 43015  
740-833-2490  
FAX: 740-833-2498

*NorthPointe Title Office*  
8647 Columbus Pike  
Lewis Center, Ohio 43035  
740-657-3945  
FAX: 740-657-3927



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DATE: \_\_\_\_\_

LIENHOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

Lienholder: Please forward the following documents to the address checked below:

Jan Antonoplos  
Delaware County Clerk of Courts  
2079 US Rt. 23 N, Suite 1  
Delaware, OH 43015  
(740) 833-2490

Jan Antonoplos  
Delaware County Clerk of Courts  
8647 Columbus-Pike  
Lewis Center, OH 43035  
(740) 657-3945

1. **ORIGINAL Certificate of Title**
2. **(FOR A LEASE) Lienholder's (LD#) or (99#) for the State of Ohio**
3. **(FOR A LEASE) An ORIGINAL - NOTARIZED Power of Attorney**
4. **A self-addressed, stamped envelope for your return of the Ohio Title**

Owner's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Out-of-state Title to be converted to an Ohio Title for a:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Serial Number: \_\_\_\_\_

The above is in accordance with Section 4505.10 of the Ohio Revised Code. The Ohio title, according to Ohio laws, will be returned to you upon completion of the Ohio title. The Ohio title, by Ohio law, must be obtained in 30 days. This is for the conversion to an Ohio title only and **not a transfer or ownership**. If owners do not come in within the 30 days of receiving information, all paperwork will be returned to the lienholder.

Thank you for your cooperation in sending the paperwork in for your customer.

Very truly yours,  
Delaware County  
Clerk of Courts  
Title Division

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