

## DMVQ PRINTABLE CHECKLIST

## Duplicate Title Checklist

Use this if your Ohio title is lost, stolen, or destroyed and you need a replacement.








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Ohio title office  
web guide

### Where titles happen, and why

Duplicate titles are issued at a County Clerk of Courts title office because the Clerk holds the official ownership record your replacement is printed from. Any Ohio county's title office can issue it. This guide explains the registration and plate step, and points you to title-office resources.

## BRING THESE

### Bring to the title office

-  **Photo ID**  
Ohio driver license or state ID.
-  **Form BMV 3774**  
Application for Certificate of Title, marked Duplicate. You can complete it at the title office.
-  **Title number or VIN**  
Look up the title number by VIN with the BMV's online title search if you do not have it.
-  **Lien release letter**  
Only if the BMV record does not already show the lien as cancelled.
-  **Payment**  
The \$18.00 duplicate title fee. Summit County's fee is \$18.00.

## DECISION POINT

### In person, by mail, or lien in the way?

**In person**

The fastest route, the duplicate title is printed on the spot at any Ohio title office.

**By mail**

Send a notarized BMV 3774, payment, and a self-addressed stamped envelope to the title office that issued the title.

**Active lien**

You cannot apply on your own. The lienholder controls the title until the lien is released.

## AT THE VISIT

### Simple steps

- 1** Look up your title number and lien status with the BMV's online title search.
- 2** Complete form BMV 3774, marked Duplicate.
- 3** Apply at a County Clerk of Courts title office with photo ID and the \$18.00 fee.
- 4** Walk out with the duplicate, then handle any registration or plate needs at an official DMV or BMV office.

### Avoid a return trip

Do not try to sell a vehicle without a title, get the duplicate first.

Do not apply while a lien is still active, contact the lienholder instead.

Do not keep a found original, return it to the title office for cancellation.

For illustrative purposes only. This DMVQ guide is a plain-language planning aid. Requirements, fees, and eligibility are subject to change and may not reflect the most up to date information. Verify current requirements at [bmv.ohio.gov](http://bmv.ohio.gov) or call an official DMV or BMV office before visiting.

## OFFICIAL SOURCES

- Ohio BMV vehicle titles
- Summit County Clerk of Courts duplicate titles

## UPDATED MAY 2026

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Web guide: [dmvq.com/duplicate-title](http://dmvq.com/duplicate-title)Accessible version: [dmvq.com/downloads/duplicate-title/](http://dmvq.com/downloads/duplicate-title/)