

DMVQ PRINTABLE CHECKLIST

# Out-of-State Title Transfer Checklist

Use this when converting an out-of-state title to an Ohio title and plating the vehicle.




Scan for the full web guide

### Where titles happen, and why


This is a three-step, two-agency process. The VIN inspection and the final registration and plates happen at an official DMV or BMV office. The Ohio title in the middle is issued at a County Clerk of Courts title office, because only the Clerk can create the Ohio ownership record your registration is built on.

**BRING THESE**


### Bring for all three steps

-  **Out-of-state title**  
The original certificate, plus a bill of sale if you bought from an out-of-state dealer.


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-  **VIN inspection form**  
Completed before your title visit. The form is valid for 30 days.


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-  **Photo ID and SSN**  
Valid photo ID and Social Security number for all owners.

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-  **Payment**  
The \$18.00 Ohio title fee, plus sales tax if you recently bought the vehicle.

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-  **Insurance for the plate step**  
Proof of Ohio insurance when you return to an official DMV or BMV office for plates.

**DECISION POINT**

### What kind of vehicle is coming in?

**Used vehicle**

The out-of-state VIN inspection is required before the Clerk of Courts can issue an Ohio title.

**New on an MCO**

A new vehicle on a Manufacturer's Certificate of Origin skips the inspection.

**Lender holds the title**

Send the lienholder a transfer request so the title reaches the Ohio title office. You will likely register on a memorandum title.

**AT THE VISIT**

### Simple steps

- 1** Get the VIN inspection at an official DMV or BMV office, bring the vehicle and the out-of-state title.

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- 2** Take the inspection form, title, ID, SSN, and payment to a County Clerk of Courts title office for your Ohio title.

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- 3** Return to an official DMV or BMV office with the Ohio title and proof of insurance for registration and plates.

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- 4** Follow your former state's rules for returning or cancelling the old plates.

### Avoid a return trip

Do not let the inspection form expire, it is only valid for 30 days.

Do not go to the title office before the inspection is done.

Do not wait past Ohio's new-resident window to title and register.

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 out-of-state title process
- | Summit County Clerk of Courts new Ohio residents

**UPDATED MAY 2026**

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 Web guide: [dmvq.com/out-of-state-title-transfer](http://dmvq.com/out-of-state-title-transfer)  
 Accessible version: [dmvq.com/downloads/out-of-state-title-transfer/](http://dmvq.com/downloads/out-of-state-title-transfer/)