

DMVQ PRINTABLE CHECKLIST

Ohio Title Transfer Checklist

Use this when buying, selling, or gifting a vehicle and the title needs to change hands.








Scan for the full web guide

Where titles happen, and why first

An Ohio title is the legal record of ownership, and only a County Clerk of Courts title office can issue one, so the title always comes first. Any Ohio county's title office works. Once the title is in your name, the official DMV or BMV offices handle your registration and plates.

BRING THESE

Bring to the title office, then to an official BMV office

-  **The original title**
With the seller's assignment completed and notarized, buyer's full legal name, address, price, and odometer reading.
-  **Photo ID**
Valid photo ID for the buyer.
-  **Social Security number**
Required for all owners going on the title.
-  **Payment and sales tax**
The \$18.00 title fee plus sales tax on the purchase price, 6.75% in Summit County.
-  **Insurance for the plate step**
Bring proof of Ohio insurance to an official DMV or BMV office for registration and plates.

DECISION POINT

Paper, electronic, or gift?

Paper title

The seller assigns ownership on the back of the title and signs in front of a notary.

Electronic title

Use the notarized Ownership Assignment for Casual Sale, form BMV 3770, seller on page 1, buyer on page 2.

Gift or family transfer

Assigned and notarized with the price marked as a gift. Sales tax generally does not apply to a qualifying gift, confirm with the title office.

AT THE VISIT

Simple steps

- 1** Verify the title before money changes hands, owner, VIN, and no alterations.
- 2** Complete the assignment in front of a notary, a deputy clerk at the title office can notarize on the spot.
- 3** Take the notarized title, ID, SSN, fee, and sales tax to a County Clerk of Courts title office.
- 4** Bring the new title and proof of insurance to an official DMV or BMV office for registration and plates.

Avoid a return trip

Do not sign the title before you are in front of a notary, a pre-signed title can be rejected.

Do not miss the 30-day window, a \$5.00 late fee applies after that.

Do not store the title in the vehicle, keep it somewhere safe.

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 or call an official DMV or BMV office before visiting.

OFFICIAL SOURCES

- Ohio BMV vehicle titles
- Summit County Clerk of Courts title forms and fees

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Web guide: dmvq.com/title-transfer
Accessible version: dmvq.com/downloads/title-transfer/