MARY L. SWAIN
BUTLER COUNTY CLERK OF COURTS

REQUEST FOR RELEASE OF TITLE FROM LIENHOLDER

Your customer, whose name and current address appear below, wishes to procure an Ohio Certificate of Title. Below is the necessary information to conform to Ohio law:

1. The original Certificate of Title and Security Agreement.
2. A self-addressed stamped envelope so that we may mail the Ohio Certificate of Title back to you.

To the Lessee: Please indicate the title office below where you would like to pick up your title.
To the Lessor: Please mail the required documents listed above to the office indicated below.

☐ **Hamilton Title Office**
315 High St., 5th Fl.
Hamilton, OH 45011
(513) 887-3090
Fax: (513) 887-3970

☐ **Fairfield Title Office**
530 Wessel Dr.
Fairfield, OH 45014
(513) 737-7308
Fax: (513) 737-7487

☐ **West Chester Title Office**
4872 Union Centre Pavillion Drive
West Chester, OH 45069
(513) 860-9702
Fax: (513) 860-9708

Customer Name: _____

Address: _____

_____

City: _____ State: _____ ZIP: _____

Phone: _____ Account Number: _____

Vehicle Description: Year: _____ Make/Model: _____

VIN Number: _____

Thank you for your time and attention to this matter. _____
Deputy Clerk

GOVERNMENT SERVICES CENTER • 315 HIGH STREET • SUITE 550 • HAMILTON, OHIO 45011-6016

513-887-3278 • 513-887-3966 (fax) • clerkmail@butlercountyohio.org

www.butlercountyclerk.org