



**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.

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**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**  
744 NW Washington Blvd, Suite A  
Hamilton, OH 45013  
(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

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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