



MARY L. SWAIN
BUTLER COUNTY CLERK OF COURTS

**INSTRUCTIONS TO LESSEE
FOR TITLE TRANSFER
OF AN OUT-OF-STATE VEHICLE**

1. Complete and mail the *Request for Release of Title from Lienholder* form (if the Lienholder is located in Ohio) or the *Request to Out-of-State Leasing Company for Release of Title* form (if the lienholder is located out-of-state).
2. Contact your preferred title office after ten business days to ensure that we have received your title.
3. Obtain a physical inspection of the vehicle from your local license bureau, car dealership, or the West Chester Title Office (no other title office will be capable of facilitating the inspection). The physical inspection is a verification of the vehicle description (e.g., year, make, model, and serial number). The inspection fee is \$5.00 (\$3.50 of which goes to the inspection station and \$1.50 goes to the title office). You will receive an inspection certificate which will expire thirty days from issuance. The inspection certificate is needed to complete your title transaction.
4. All applications require the signature of each owner who is listed on the out-of-state title.
5. The original Ohio Certificate of Title will be mailed directly to the lienholder. A Memorandum Certificate of Title can be issued to you for the purpose of obtaining Ohio license plates at your license bureau.

CLERK OF COURTS TITLE OFFICE LOCATIONS:

Hamilton

744 NW Washington Blvd.
Hamilton, OH 45013
(513) 887-3090

Middletown

3230 Roosevelt Blvd.
Middletown, Ohio 45044
(513) 425-8766

West Chester

4872 Union Centre Pavillion Dr.
West Chester, Ohio 45069
(513) 860-9702

Fairfield

530 Wessel Dr., Suite H
Fairfield, Ohio 45014
(513) 737-7308

LICENSE BUREAU LOCATIONS:

Fairfield

530 Wessel Drive, Suite L
Fairfield, Ohio 45014
(513) 829-6224

Hamilton

1720-A S. Erie Blvd.
Hamilton, Ohio 45011
(513) 868-2180

Hamilton (West)

138 N. Brookwood Ave.
Hamilton, Ohio 45013
(513) 737-8262

Middletown

3232 Roosevelt Blvd.
Middletown, Ohio 45044
(513) 422-7225

Mason

770 Reading Rd. (Route 42)
Mason, Ohio 45040
(513) 398-8928

Sharonville

11177 Reading Rd.
Cincinnati, Ohio 45241
(513) 563-1422