



# MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

## INSTRUCTIONS FOR COMPLETING OUT-OF-STATE TITLE TRANSFER

1. Complete and mail the *Request for Release of Title from Lienholder* form and mail it to your lienholder.
2. Contact your preferred title office after ten business days to ensure we have received your title.
3. Obtain a physical inspection of the vehicle from your local license bureau or a car dealership. The physical inspection is a verification of the vehicle description (i.e., year, make and serial number). The inspection fee is \$6.50 (\$5.00 cost to the inspection station and \$1.50 cost 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 LOCATIONS:

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**Hamilton Title Office**

744 NW Washington Blvd., Suite A  
Hamilton, OH 45013  
(513) 887-3090  
Fax: (513) 887-3970

**Fairfield Title Office**

530 Wessel Drive  
Fairfield, OH 45014  
(513) 737-7308  
Fax: (513) 737-7487

**West Chester Title Office** (Limited Authority Deputy Registrar)

4872 Union Centre Pavilion Drive  
West Chester, OH 45069  
(513) 860-9702  
Fax: (513) 860-9708

**Monroe Title Office** (Limited Authority Deputy Registrar)

3202 Heritage Green Dr.  
Monroe, OH 45050  
(513) 785-6766  
Fax (513) 785-6765

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### LICENSE BUREAU LOCATIONS:\*

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**Fairfield**

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

**Hamilton**

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

**Hamilton (West)**

744 NW Washington Blvd. Suite B  
Hamilton, OH 45013  
(513) 737-8262

**Middletown**

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

**Mason**

770 Reading Road (Route 42)  
Mason, OH 45040  
(513) 398-8928

**Sharonville**

11177 Reading Road  
Cincinnati, OH 45241  
(513) 563-1422

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

513-887-3278 ● 513-887-3966 (fax) ● [clerkmail@butlercountyohio.org](mailto:clerkmail@butlercountyohio.org)

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[www.butlercountyclerk.org](http://www.butlercountyclerk.org)