

TITLES BY MAIL

Please address to "Title Office" and mail to:

FED EX/UPS 125 E High Ave, Room 125

New Phila, OH 44663

USPS PO BOX 628

New Phila, OH 44663

Please make check or money order payable to "Clerk of Courts" and provide a phone number.

To get your title number and to see if there are any current liens do a VIN inquiry [HERE](#)

- If there is a current lien you will need a lien release letter from the lienholder on their letterhead. It needs to state that they have no interest in the vehicle. List the year, make, model and VIN # and needs to be signed.

Duplicate Title – Your title was a physical (paper) title and has been "lost, stolen, or destroyed"

- Print application, [here](#), and fill in all highlighted areas in front of a notary
- Fee is \$15.00

Replacement Title – Your title was electronic and you want a physical (paper) title after lien is satisfied

- Print application, [here](#), and fill in all highlighted areas in front of a notary
- Fee is \$15

Casual Sale of an Electronic Title

This form may be used when both of the following apply

- The certificate of title is being held electronically: no physical (paper) certificate of title has been issued.
- The electronic title is being transferred and neither the seller nor the buyer is a licensed Ohio dealer.

Seller

- Print BMV 3770, [here](#), and fill in all of the **GREEN** highlighted areas in front of a notary

- After the **GREEN** highlighted areas are completed and your signature is notarized you can give this form to the buyer to complete their application.

Buyer

- Complete the **BLUE** highlighted areas and sign in front of a notary.
- Tax Paid = Purchase Price x County Tax Rate (Buyers County of Residence)
 - Ohio County Tax Rates can be found [HERE](#)
- Fee is \$15 (title fee) + tax due (+\$5 if assignment was notarized more than 30 days ago)