WAYNE COUNTY CLERK OF COURTS
SCOTT WIGGAM
AUTO TITLE OFFICE
200 Vanover Street, Suite 2, Wooster, OH 44691
PHONE (330) 287-5471 FAX (330) 287-5472

Instructions for the Applicant

Step 1: Complete this form and send it to your lender or leasing company. If possible, emailing or faxing the form may speed up the process. If you provide us with a fax number, we can fax it for you.

Step 2: Please allow 2–3 weeks for the title to arrive. While we will try to notify you, it is your responsibility to confirm that the title has been received.

Step 3: Obtain an Ohio VIN inspection and bring the completed inspection form when applying for your Ohio title. Ohio VIN inspections may be obtained from the Auto Title Office.

To the Lienholder or Leasing Company:
The individual identified below has applied for an Ohio Certificate of Title for the vehicle described on this request. Ohio law requires that we receive the current certificate of title before issuing an Ohio title. Please mail the original title to the Auto Title Office at the address above. After the Ohio title is issued reflecting your lien or lease interest, it will be promptly returned to you.

Required Documents

If You Are a Lienholder, please provide:
☐ Original Certificate of Title

If You Are a Leasing Company, please provide:
☐ Original Certificate of Title
☐ Ohio Leasing Dealer Number (LD Number or Direct Pay Number)
☐ Federal Employer Identification Number (FEIN) for registration and plating purposes
☐ Two notarized Powers of Attorney:
- ☐ One Power of Attorney for Titling
- ☐ One Power of Attorney for Registration/Plating

☐ ***Please include this completed form when mailing your documents to the Wayne County Auto Title Office.***

OWNER SIGNATURE(S) _____DATE_____

PRINTED NAME(S) _____

ADDRESS _____

_____DAYTIME PHONE _____

VEHICLE DESCRIPTION: YEAR _____ MAKE _____

MODEL _____ SERIAL NUMBER _____

IF TWO NAMES ARE ON THE TITLE, BOTH PERSONS MUST BE PRESENT WHEN APPLYING FOR OHIO TITLE