



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

CUSTOMER REQUEST TO CANCEL VEHICLE REGISTRATION

For quicker processing, please visit our website at <https://bmvonline.dps.ohio.gov/> to cancel your vehicle registration and license plates online.

REGISTRATION INFORMATION (REQUIRED INFORMATION)

WITHOUT COMPLETE AND CORRECT INFORMATION YOUR REQUEST WILL BE RETURNED

OHIO LICENSE PLATE	FRD 1176	EXPIRATION DATE	11/2026
VIN	5TDZK23C08S183024		
PURCHASE DATE	06/12/2019		

OWNER INFORMATION

OWNER FIRST NAME	MI	LAST NAME		
Marlene	R	Kovach		
OWNER CURRENT MAILING ADDRESS	CITY	STATE	ZIP CODE	
1408 Fifth Ave	Youngstown	OH	44504	
TELEPHONE #	BUSINESS NAME (IF APPLICABLE)			
(330) 555-0148				
JOINT OWNER OR LESSOR NAME				
LESSOR'S ADDRESS IF VEHICLE LEASED	CITY	STATE	ZIP CODE	

I certify that all of the information contained in this form is true to the best of my knowledge. I also understand that this registration may not be re-instated at any time and that no refunds may be received from this registration.

PRINTED NAME	SIGNATURE	DATE
Marlene R. Kovach	X Marlene R. Kovach	05/29/2026

Notary:

Sworn to and subscribed in my presence this 29 day of May, 2026 in Mahoning County,

State of Ohio.

(Notary Seal)

Signature of Notary Public X Priscilla A. Tunstall My commission expires 09/12/2029

MAIL TO:

OHIO BUREAU OF MOTOR VEHICLES
VEHICLE INFORMATION SERVICES
P.O. BOX 16521
COLUMBUS, OH 43216-6521

DIRECT INQUIRIES TO:
1-844-OHIOBMV (644-6268)

IMPORTANT INSTRUCTIONS:

1. Application must be fully completed, signed, and notarized (even if not residing in the State of Ohio).
2. Only persons named as owner/co-owner can request a plate to be cancelled, or submit Power of Attorney.
3. **In the case of Owner Death: Please provide copy of death certificate, and Probate Court documentation.**
4. Submit original application. Faxes or copies are not accepted.
5. Make copies for your files, as documents or plates will not be returned.
6. If there is a block on the vehicle registration, the request to cancel will not be processed.
7. Confirmation of request will be mailed to the address on the vehicle registration. Please call 1-844-OHIOBMV (644-6268) to make an address correction.

How to fill out BMV 4311 — Customer Request to Cancel Vehicle Registration

sellmycarhub.com

</forms/ohio/bmv-4311-cancel-vehicle-registration/>

Ohio · written against BMV 4311 (9/22), issued under Ohio Revised Code 4503.12

The other thing to do with a plate you have taken off: give the registration up. This cancels a vehicle registration and its plates, on a notarised application posted to the BMV in Columbus. It is the nearest thing Ohio has to a release of liability, and it is worth understanding what it is not - it does not report a sale, and it does not transfer anything.

This sheet is not the form. Download the blank BMV 4311 from the Ohio Bureau of Motor Vehicles at <https://dam.assets.ohio.gov/image/upload/publicsafety.ohio.gov/bmv4311.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The plate and its expiration date	Both taken off the registration card, in the block marked required information. Watch out: The warning above the block is the reason to check them twice: without complete and correct information the request will be returned, and the round trip is a fortnight.
2	YOU	The vehicle identification number	The VIN of the vehicle the registration belongs to. Watch out: Off the title, not off the door jamb - the BMV is matching it to a registration record, and a transposed character is a returned form.
3	YOU	The purchase date	When you bought the vehicle, not when you sold it. Watch out: The form asks about the registration, which began when you acquired the car. There is nowhere on it to record a sale, which is exactly why this is not a notice of sale.
4	YOU	Owner information	First name, middle initial, last name, current mailing address and telephone, with a joint owner or lessor line where one applies. Watch out: Current mailing address, not the one on the registration if you have moved - the confirmation is posted to the address on the record, and there is a number on the form for correcting it first.
5	YOU	Sign the certification	Printed name, signature and date, under an acknowledgement that the registration may not be reinstated and that no refunds may be received. Watch out: Read those two clauses before signing. If the plate might be wanted on another car, a transfer is the form you want instead.
6	YOU	The notary block	The same acknowledgement Ohio prints on every title document, filled in by whoever takes your signature. Watch out: Required even if you no longer live in Ohio. Then the original - not a copy - goes to Vehicle Information Services at the post office box printed on the form.

What gets this one rejected

- A copy. Point four of the instructions says to submit the original application, and that faxes or copies are not accepted.
- An unnotarised form. Point one requires it to be fully completed, signed and notarised even if the applicant is not residing in the State of Ohio.
- A request from somebody not named as an owner. Point two limits it to persons named as owner or co-owner, or someone submitting a power of attorney.
- A cancellation on a vehicle with a registration block. Point six says that where there is a block on the vehicle registration, the request to cancel will not be processed.
- Expecting the plates back. Point five says to make copies for your files, as documents or plates will not be returned.
- Expecting money back. The certification you sign says no refunds may be received from this registration.

☒ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off BMV 4311 (9/22) and the Ohio Bureau of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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