

# How to fill out a Ohio title

the reverse of an Ohio Certificate of Title · 8 of 12 boxes are the seller's · rules as of 2026-08-23

**This sheet is not the title.** It is the checklist to keep beside one. One line governs the whole side: ERASURES AND ALTERATIONS VOID THIS TITLE ASSIGNMENT. (Type or print in ink.) The statute is the specification the printer works to. Where it says the reverse shall carry a notice in bold lettering, that notice is on your title in bold lettering.

## Who has to sign

|                                                      |                                                                                                                                                                                    |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Every owner on the face of the title                 | All of them sign the assignment, in the names printed on the front, and all of them sign in front of the notary.                                                                   |
| The notary or the deputy clerk                       | Signs, dates and seals the acknowledgement. A clerk of courts title office has notaries at the counter, which is why most Ohio assignments are signed there rather than at a bank. |
| The buyer, twice                                     | Once to acknowledge your odometer certification, and once on the application for the new title - and that second signature is notarised too.                                       |
| An attorney-in-fact                                  | Only on an original, notarised BMV 3771, which is surrendered with the title and becomes part of the permanent record.                                                             |
| A parent or guardian, where either party is under 18 | On a notarised BMV 3751, which the BMV requires whenever the seller or the buyer is a minor.                                                                                       |
| Nobody, on behalf of a dead owner                    | A surviving spouse uses BMV 3773 and a named beneficiary uses the transfer-on-death route. Neither one signs the decedent's name.                                                  |

## Every box, in the order you meet it

| # | WHO | BOX                                              | WHAT GOES IN IT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|-----|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU | Before the pen: do not sign it yet               | The assignment is a sworn statement. It is signed in front of a notary public or a deputy clerk of courts, who is certifying that they watched you sign it. <b>Watch out:</b> A clerk of courts title office keeps notaries at the counter, so the usual answer is to meet the buyer there and do the whole thing in one visit. Signing at the kerb and finding a notary afterwards does not work - the acknowledgement says sworn to and subscribed in my presence.                            |
| 2 | YOU | The price, and the date of delivery              | The printed sentence is fixed by statute: I (we) certify the vehicle described in this title was transferred for the price of \$_____ to: - followed by the buyer's printed name and address in full. <b>Watch out:</b> The number you write is what the clerk taxes the buyer on. R.C. 4505.06(B)(3) makes the price on the assigned certificate prima-facie evidence of the amount, and every Ohio title form warns that all transfers are audited by the Department of Taxation.             |
| 3 | YOU | The buyer's name and address                     | Full legal name, spelled the way the buyer's identification spells it, and a complete address. <b>Watch out:</b> Get it before you start writing, not while the buyer is looking over your shoulder. This is the block where corrections happen, and a correction here voids the assignment.                                                                                                                                                                                                    |
| 4 | YOU | The odometer certification                       | The reading in whole miles, no tenths, and then one tick from four: Actual Mileage; the mileage stated is in excess of the mechanical limits; the odometer reading is not the actual mileage; or exempt from mileage disclosure. <b>Watch out:</b> Exempt is not an age box. Its printed examples are an all-purpose vehicle, a repossession and an inheritance. Getting this wrong is not a clerical slip - R.C. 4549.46 makes an odometer disclosure violation a felony of the fourth degree. |
| 5 | YOU | I (we) warrant the title to be free of all liens | A printed certification that sits immediately above your signature. You are not ticking it; you are signing under it. <b>Watch out:</b> If a lender was ever on this title, check the front for a discharge date before you sign. The BMV's own title inquiry shows a Lien 1 Cancel Date - a blank there means the release never reached the clerk, whatever the lender told you on the phone.                                                                                                  |
| 6 | YOU | Your signature and printed name                  | Signed and printed exactly as your name appears on the face of the title, with your address. Every owner shown on the front signs. <b>Watch out:</b> Legal names only. The Clerk of Courts Association's guidance to notaries is explicit about it - Clifton J. Smith, not CJ Smith - and a company or a trust signs in the entity's name followed by the person's name and their position.                                                                                                     |
| 7 | YOU | The notary acknowledgement                       | Sworn to and subscribed in my presence this ____ day of _____, 20__ in _____ County, State of _____, with the notary's signature, seal and commission expiry. <b>Watch out:</b> A notary is not supposed to take an acknowledgement on a document with blanks left to be filled in later. Where something does not apply, the form's own instruction is to insert NA or NONE rather than leaving the space empty.                                                                               |

| #  | WHO   | BOX                                               | WHAT GOES IN IT                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|-------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8  | BUYER | <b>The buyer acknowledges the mileage</b>         | A second block, in the middle of the reverse, where the buyer prints their name and signs to acknowledge the odometer certification you just made. <b>Watch out:</b> This is a federal requirement, not an Ohio flourish, and it is the reason both parties usually end up at the counter together.                                                                                                                                        |
| 9  | BUYER | <b>The application for a certificate of title</b> | The bottom third of the reverse. Type of title requested, the buyer's printed name, address, county of residence and Social Security number, the purchase price and tax paid, and the lien information. <b>Watch out:</b> Where there is no lender the printed instruction is to state none - a blank reads as a question nobody answered. And the county on this line is the buyer's own, because it decides the combined sales tax rate. |
| 10 | BUYER | <b>The buyer signs, and is notarised too</b>      | Under the line I (we) state that all information contained in this application is true and correct, followed by a second acknowledgement block for the notary or deputy clerk. <b>Watch out:</b> R.C. 4505.06(A)(1) is the reason: an application shall be sworn to before a notary public or other officer empowered to administer oaths. Two notarisations on one piece of paper is normal in Ohio.                                      |
| 11 | BUYER | <b>Thirty days, then five dollars</b>             | The application has to reach a county Clerk of Courts title office within thirty days of the assignment or delivery. <b>Watch out:</b> The penalty is printed on the document itself - fee of \$5.00 for failure to apply for title within 30 days of assignment. It is small, but a buyer who has drifted past thirty days has usually also let the temporary tag expire.                                                                 |
| 12 | YOU   | <b>And your plates come off</b>                   | Not a block on the title at all, but the step that ends your registration. R.C. 4503.12(A) says the original owner immediately shall remove the license plates from the motor vehicle. <b>Watch out:</b> There is no Ohio notice of sale to file instead. The plates in your hand are the whole mechanism, and leaving them on the car is a fourth-degree misdemeanour under the same section.                                             |

### Before you sit down with the clerk

- **Ink, and no second attempt** — The instruction printed across the top of BMV 3770 is type or print in ink, and the sentence beside it is that erasures and alterations void the assignment. There is no correcting a slip on this document.
- **Nothing signed before the notary sees it** — Both the assignment and the application are sworn statements. The acknowledgement block certifies that the signing happened in the notary's presence.
- **NA or NONE, never a gap** — The form's own note: all blank spaces above must be completed before acknowledgement. If not applicable, insert NA or NONE in the space provided.
- **The name the title carries** — Sign and print the name shown on the face of the certificate. An entity signs in the entity's name, then the person, then their position.
- **Whole miles** — The mileage boxes are labelled miles (no tenths), and there is one printed box per digit.
- **Read the warning above the price** — You are required by law to state the true selling price. It appears on BMV 3770, BMV 3772, BMV 3774 and BMV 3754 in identical words.

| OHIO CERTIFICATE OF TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                                                                                                                |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| the front — printed by a clerk of courts, and none of it yours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                                                                                                                                                                                                |                |
| PRINTED WHEN THE CLERK ISSUED THE TITLE — R.C. 4505.07(B)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                                                                                                                                                                                |                |
| TITLE NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COUNTY OF ISSUE | DATE OF ISSUANCE                                                                                                                                                                               | CONTROL NUMBER |
| VEHICLE IDENTIFICATION NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YEAR            | MAKE                                                                                                                                                                                           | BODY TYPE      |
| 1 ORIGINAL / MEMORANDUM / DUPLICATE / SALVAGE<br>Which of the four kinds of certificate this is. A memorandum is not a title and cannot be assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | MODEL   STATE PREVIOUSLY TITLED IN   PREVIOUS CERTIFICATE OF TITLE NUMBER                                                                                                                      |                |
| 2 NAME AND ADDRESS OF OWNER, IN FULL<br>The name you sign the back in. Not a nickname, not initials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | NAME AND ADDRESS OF PREVIOUS OWNER, IN FULL<br>Whoever sold it to you. The clerk carries it forward; you never write here.                                                                     |                |
| 3 FIRST AND SECOND LIEN NOTATION<br>LIENHOLDER NAME AND ADDRESS IN FULL · DATE OF THE LIEN NOTATION · LIEN DISCHARGE _____ SIGNATURE OF LIENHOLDER _____ DISCHARGE DATE _____ SIGNATURE OF CLERK _____ CANCELLATION DATE _____<br>The statute requires a notice reading "lien discharge" with a space for the lienholder's signature and the discharge date, and separately a space for the clerk's signature and the cancellation date. Two different acts: the lender discharges, the clerk cancels. Check both are filled before you list the car — the BMV's online title inquiry shows the cancellation as a Lien 1 Cancel Date, and a blank there means it never reached the clerk. |                 |                                                                                                                                                                                                |                |
| PURCHASE PRICE   OHIO SALES OR USE TAX PAID<br>What the last buyer — you — paid, and the tax collected on it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | 4 MILEAGE AND ODOMETER STATUS AT THE LAST ASSIGNMENT<br>The reading carried forward from when the title was last assigned, with any brand attached to it. If it says nonactual, so must yours. |                |
| 5 SEAL OF THE CLERK   SIGNATURE OF THE CLERK   NOTATION OF THE DEPUTY CLERK<br>The certificate is signed by a clerk of the court of common pleas. There is no signature line for an owner anywhere on the front of an Ohio title.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                                                                                                                                                                |                |
| BLOCKS PER R.C. 4505.07(B)(1)–(20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 | SECURE PRINTING STOCK PER R.C. 4505.07(A)                                                                                                                                                      |                |

| THE BACK OF THE SAME SHEET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| three documents on one side, and the first of them is yours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                      |
| ERASURES AND ALTERATIONS VOID THIS TITLE ASSIGNMENT. (TYPE OR PRINT IN INK.)<br><i>Required in bold lettering by R.C. 4505.07(F)(1). There is no crossing out and no correction fluid: a spoiled assignment means buying a replacement certificate before anything can be sold.</i>                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                      |
| ASSIGNMENT OF OWNERSHIP — THE PART A PRIVATE SELLER COMPLETES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                      |
| 6 I (WE) CERTIFY THE VEHICLE DESCRIBED IN THIS TITLE WAS TRANSFERRED FOR THE PRICE OF \$ _____ TO:<br>PRINTED NAME AND ADDRESS OF THE BUYER, IN FULL<br>The sentence is fixed by statute, and so is the total consideration line above it. The figure you write is what the clerk taxes the buyer on: under R.C. 4505.06(B)(3) the price on the assigned certificate is prima-facie evidence of the amount.                                                                                                                                                                       | YOU                                                                                                                                                                                                                                                  |
| 7 ODOMETER CERTIFICATION<br>FEDERAL AND STATE LAWS REQUIRE THAT YOU STATE THE MILEAGE IN CONNECTION WITH TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING FALSE INFORMATION MAY RESULT IN FINES AND IMPRISONMENT.<br>The reading in whole miles, and then one statement out of four. Ohio's own wording for the two brands is set by R.C. 4505.06(C)(1): the clerk enters "exceeds mechanical limits", or "nonactual: warning - odometer discrepancy", against the mileage on the new title.                                                                               | YOU                                                                                                                                                                                                                                                  |
| I (WE) WARRANT THE TITLE TO BE FREE OF ALL LIENS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                      |
| 8 SIGNATURE OF THE TRANSFEROR   PRINTED NAME AND ADDRESS IN FULL<br>Signed in front of the notary, not before. Every owner named on the front signs, in the name printed there.<br>X _____                                                                                                                                                                                                                                                                                                                                                                                        | 9 ACKNOWLEDGEMENT<br>SPACE FOR THE SEAL OF THE CLERK OR A NOTARY · THE ACKNOWLEDGEMENT STATEMENT · SIGNATURE OF THE CLERK, DEPUTY CLERK OR NOTARY<br>R.C. 4505.07(F)(7) to (9). Sworn to and subscribed in my presence — which is why the pen waits. |
| 10 BUYER'S ODOMETER ACKNOWLEDGEMENT<br>PRINTED NAME AND ADDRESS OF THE BUYER<br>The buyer acknowledges the mileage you just certified. Theirs to sign, and the reason both parties usually end up at the counter together.                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                      |
| WARNING TO TRANSFEROR AND TRANSFEREE (SELLER AND BUYER): YOU ARE REQUIRED BY LAW TO STATE THE TRUE SELLING PRICE. A FALSE STATEMENT IS IN VIOLATION OF SECTION 2921.13 OF THE REVISED CODE AND IS PUNISHABLE BY SIX MONTHS' IMPRISONMENT OR A FINE OF UP TO ONE THOUSAND DOLLARS, OR BOTH. ALL TRANSFERS ARE AUDITED BY THE DEPARTMENT OF TAXATION.                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                      |
| 11 APPLICATION FOR CERTIFICATE OF TITLE (TYPE OR PRINT IN INK)<br>FEE OF \$5.00 FOR FAILURE TO APPLY FOR TITLE WITHIN 30 DAYS OF ASSIGNMENT · APPLICANT'S PRINTED NAME AND ADDRESS · SOCIAL SECURITY OR EMPLOYER IDENTIFICATION NUMBER · PURCHASE PRICE, TAX PAID OR TAX EXEMPTION REASON · CONDITION OF THE VEHICLE · LIEN INFORMATION: IF NO LIEN STATE "NONE"<br>The bottom third of the reverse is a whole second document — the buyer's application, listed item by item in R.C. 4505.07(F)(12). It is theirs to fill in, and the late fee printed on it is theirs to avoid. |                                                                                                                                                                                                                                                      |
| 12 I (WE) STATE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.<br>SIGNATURE OF THE APPLICANT · ACKNOWLEDGEMENT STATEMENT · SEAL · SIGNATURE OF THE CLERK, DEPUTY CLERK OR NOTARY<br>A second notarisation, on the same sheet, for the buyer. R.C. 4505.06(A)(1): an application for a certificate of title shall be sworn to before a notary public or other officer empowered to administer oaths.                                                                                                                                                      |                                                                                                                                                                                                                                                      |

☐ You write it, in pen    ☐ Not yours to fill    ☒ The certificate's own blocks, front then back

Block names and printed sentences transcribed from Ohio Revised Code 4505.07, Contents of certificate of title, as amended 30 September 2025 · no Ohio agency publishes a specimen of the current certificate, and the only blank specimen that exists anywhere — in the Ohio Clerk of Courts Association's 2008 Guidebook for Notarizing Ohio Title Documents — shows a design the BMV replaced in January 2019 · none of the real certificate's security printing, colour or proportion is reproduced here



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**OWNERSHIP ASSIGNMENT AND TITLE APPLICATION FOR CASUAL SALE**

Ohio Revised Code Section (R.C.) 4505.032

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.

**Erasures and alterations void this title assignment. (Type or print in ink)**

**VEHICLE INFORMATION**

|                                                                                                                         |               |               |                |
|-------------------------------------------------------------------------------------------------------------------------|---------------|---------------|----------------|
| YEAR<br>2017                                                                                                            | MAKE<br>Honda | MODEL<br>CR-V | BODY TYPE      |
| VIN<br>2HKRW2H84HH640917                                                                                                | TITLE NUMBER  |               | CONTROL NUMBER |
| Is this a Replica Motor Vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - If yes, provide: |               | YEAR          | MAKE           |
|                                                                                                                         |               |               | MODEL          |

**OWNER INFORMATION** (as listed on the current title)

|                                                               |                    |             |              |
|---------------------------------------------------------------|--------------------|-------------|--------------|
| CURRENT OWNER(S) / SELLER'S PRINTED NAME<br>Marlene R. Kovach |                    |             |              |
| CURRENT OWNER(S) / SELLER'S ADDRESS<br>1408 Fifth Ave         | CITY<br>Youngstown | STATE<br>OH | ZIP<br>44504 |

**ASSIGNMENT OF OWNERSHIP BY CURRENT OWNER / SELLER**

|                                                                                                                                                          |                    |             |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|--------------|
| This vehicle was a (if applicable) <input type="checkbox"/> Law Enforcement Vehicle <input type="checkbox"/> Flood Vehicle <input type="checkbox"/> Taxi |                    |             |              |
| I (we) certify the vehicle described in this document was transferred on 08/14/2026 for the price of \$ 12,400 to:                                       |                    |             |              |
| DATE                                                                                                                                                     |                    |             |              |
| TRANSFeree / BUYER'S PRINTED NAME<br>Desmond A. Whitfield                                                                                                |                    |             |              |
| TRANSFeree / BUYER'S PRINTED ADDRESS<br>2790 Southwest Blvd                                                                                              | CITY<br>Grove City | STATE<br>OH | ZIP<br>43123 |

**Warning to transferor and transferee (seller and buyer):** You are required by law to state the true selling price. A false statement is in violation of section 2921.13 of the R.C. and is punishable by six months imprisonment or a fine of up to one thousand dollars or both. All transfers are audited by the Department of Taxation. The seller and buyer must provide any information requested by the Department of Taxation. The buyer may be assessed any additional tax found due.

**ODOMETER CERTIFICATION** Federal and State laws require that you state the mileage in connection with transfer of ownership. Failure to complete or providing false information may result in fines and / or imprisonment.

I (we) certify to the best of my (our) knowledge that the odometer now reads:

0 7 4 3 1 8 miles (no tenths)  
thousands

Seller is a minor: ☐ Yes ☒ No If yes, BMV 3751 Form required.

I (we) warrant the title to be free of all liens.

|                                                                                                   |                    |                    |              |
|---------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------|
| TRANSFEROR / SELLER'S PRINTED NAME<br>Marlene R. Kovach                                           |                    |                    |              |
| ADDITIONAL TRANSFEROR / SELLER'S PRINTED NAME (if applicable)                                     |                    |                    |              |
| TRANSFEROR / SELLER'S PRINTED ADDRESS<br>1408 Fifth Ave                                           | CITY<br>Youngstown | STATE<br>OH        | ZIP<br>44504 |
| TRANSFEROR / SELLER'S SIGNATURE<br>X Marlene R. Kovach                                            |                    | DATE<br>08/14/2026 |              |
| ADDITIONAL TRANSFEROR / SELLER'S SIGNATURE (Must sign in front of Notary/Authorized Officer)<br>X |                    | DATE               |              |

**NOTE:** All blank spaces above must be completed before acknowledgement. If not applicable, insert NA or NONE in the space provided.

**Notary:**

Sworn to and subscribed in my presence this 14 day of August, 2026 in Mahoning County,

State of Ohio

(Notary Seal)

X Priscilla A. Tunstall My commission expires 09/12/2029

Signature of Notary Public or other Authorized Officer by law