

## Notarizing an Ohio Title – General Guidelines

- **Do Not** take the acknowledgment on any instrument wherein blanks are left to be filled in later. The legal instrument must be prepared before notarization is completed.
- When selling a vehicle or watercraft, owner(s) on the front of the title must sign and print their name(s) as it appears on the face of the title.
- Assignments of ownership must be in the form of legal names:
  - Clifton J. Smith (not CJ Smith)
  - Richard L. Jones, Sr. (not Dick Jones)
- **Do Not**, under any circumstances, white out or scribble out any errors on the title assignment; this will void the title and a replacement must be issued.
- If someone signs the back of a title on behalf of a company or other entity, they must state their position with that entity:
  - ABC Trucking Company, John F. Rees, Fleet Mgr.
  - Dixie Candy Corp., Dennis T. Dix, Owner
  - Abel Family Trust, Carol A. Abel, Trustee
  - Estate of Mary Scott, James E. Scott, Executor
- If the seller or buyer is under 18 years of age, the custodial parent or guardian must fill out a notarized minor consent form (available from the Clerk of Courts' Title Office). The minor must bring this consent form – along with the certificate of title – to the Clerk of Courts' office, or the parent/guardian must appear in person with the minor at the time of transfer. The guardian must provide the court document indicating that they are the legal guardian of the minor.
- If you take the acknowledgment from a person appointed as power of attorney, the notarized power of attorney from (available from the Clerk of Courts' Title Office) must be surrendered at the time of transfer of ownership.
  - A Durable Power of Attorney is acceptable
  - A Health Care Power of Attorney **is not** acceptable
- If you take the acknowledgment from a person appointed by the Court, the Court Order must bear the Judge's signature and seal, and must be surrendered at the time of transfer of ownership.
  - Court Order appointing Executor, Fiduciary, Guardian, etc.
  - Letter of Authority to Transfer
  - Relief from Administration of Estate
- The Ohio ORC #4505.02 requires each applicant to present an official photo ID.

**Please contact your local Clerk of Courts' Title Office if you have any additional inquiries.**