



Sandusky County Clerk of Courts

Title Division

INSTRUCTIONS FOR APPLICATION CERTIFICATE OF TITLE TO A MOTOR VEHICLE

Type or Print in Ink
Check the Type of Application(s)

COMPLETE ALL APPROPRIATE INFORMATION

THIS DOCUMENT MUST BE NOTARIZED

ORIGINAL CERTIFICATE OF TITLE:

Enter Evidence of Ownership (MCO, Previous Title No. Registration, etc.)
Previous owners name and address
Applicant's Name and Address
Social Security Number or Employer Identification Number
Enter Lawful Ownership Information
Dealer Permit or Vendor Number
Enter Lienholder Information (If None enter "NONE")

DUPLICATE CERTIFICATE OF TITLE:

Odometer reading required
Certificate of Title Number
Indicate lost, stolen or destroyed or other
indicate vehicle possession name and address
Complete Current odometer reading (exclude tenths)

MEMORANDUM CERTIFICATE OF TITLE:

Certificate of Title Number

SALVAGE CERTIFICATE OF TITLE:

Certificate of Title Number

VEHICLE IDENTIFICATION

Complete all Items - year, make, model, vehicle identification number
Indicate Vehicle Condition

PURCHASE INFORMATION

Purchase Price \$
Trade In Amount \$
Sales credit Amount \$
Tax Exempt Status

- a. You may bring it into the Title Office to be notarized, please bring in identification, such as your driver's license. (***DO NOT SIGN IT IN ADVANCE***) or
- b. You may have your signature notarized by a Notary Public.