

ANDREW D. PLESICH

CLERK OF COURTS

Jefferson County Courthouse

Legal Office

P.O. Box 1326

Title Office

740-283-8583

Steubenville, Oh 43952

740-283-8509

REQUEST FOR RELEASE OF TITLE FROM LIENHOLDER OR LEASING COMPANY

Lienholder or Financial Institution: _____

Address: _____

Your customer, whose name and present address appear below, wishes to transfer a title from their prior state to an Ohio Certificate of Title. Below is the information needed to conform to Ohio laws:

1. The Original Certificate of Title and Security Agreement.
2. A self-addressed stamped envelope so that we may mail the Ohio Title back to you directly.
3. A copy of this form so that we may contact the customer to come in and process the title work.

If you are a Leasing Company, please send the above documents plus the following:

1. Two notarized power of attorney forms for the customer to sign for the leasing company on the title and on the registration.
2. You must also include your Ohio State ID number (either Leasing Dealer "LD" number or a 99 Direct Pay number).

Owner: Please indicate by circling the title office below where you would like to pick up your title.

Lienholder/Leasing Company: Please mail the required documents listed above to the office indicated/circled below.

Jefferson County Auto Title Office

Main Office

301 Market St. Suite 203

Steubenville, Oh 43952

(740) 283-8509

Fax: (740) 283-8597

Jefferson County Rayland Title Office

Satellite Office

195 Main Street Rear

Rayland, Oh 43943

(740) 859-0411

Fax: (740) 859-0411

The Original Ohio Certificate of Title with your lien recorded will be returned to you or filed electronically if you are an E-lien. A Memorandum Certificate of Title (non-transferable copy) will be issued to your customer in order to purchase license plates.

Customer Name(s): _____ **Phone:** _____

Address: _____

City: _____ **State** _____ **Zip Code:** _____

Vehicle Description: **Year:** _____ **Make:** _____ **Model:** _____

VIN: _____ **Acct #:** _____

Thank you for your prompt attention to this matter, if you have any questions, feel free to contact one of the offices above.