



John C. Klaehn
Ottawa County Clerk of Courts
315 Madison Street Room 106A
Port Clinton, Ohio 43452
(419) 734-6752

Fax Number: _____

Dear Lien Holder or Leasing Company:

Your customer has relocated to the state of Ohio and is requesting to have their out of state title converted to an Ohio title.

In accordance with the Ohio Revised Code the original certificate of title and a copy of the security agreement must be sent to our office to begin the conversion process. An original Ohio title will be returned to you upon completion.

Please forward all documents to:

Ottawa County Clerk of Courts – Title Division
315 Madison Street – Room 106A
Port Clinton, Ohio 43452

Note: If the title is in a Leasing Company name, our office will need the following:

- Ohio Lease Dealer Permit Number (LD# or 99#)
- Federal Tax ID Number
- Two notarized Power of Attorney forms appointing your customer as Power of Attorney

Lien Holder / Leasing Company Name: _____
Lien Holder / Leasing Company Address: _____
Loan Account Number: _____
Owner Name (s): _____
Owner Address: _____
Owner Phone Number: _____
Serial Number _____
Year _____ Make _____ Model _____

Sincerely,
Ottawa County Title Division