



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

INSTRUCTIONS FOR COMPLETING YOUR OUT-OF-STATE TITLE TRANSFER

1. Complete and mail the attached form to your lienholder.
2. Contact your preferred title office after ten business days to ensure we have received your title.
3. Obtain a physical inspection of the vehicle from your local license bureau, car dealership, or the West Chester Title Office (4872 Union Centre Pavillion Dr., West Chester, OH 45069) The physical inspection is a verification of the vehicle description (i.e., year, make and serial number). The inspection fee is \$5.00 (\$3.50 cost to the inspection station and \$1.50 cost to the title office). You will receive an inspection certificate which will expire thirty days from issuance. *The inspection certificate is needed to complete your title transaction.*
4. All applications require the signature of each owner who is listed on the out-of-state title.
5. The original Ohio Certificate of Title will be mailed directly to the lienholder. A Memorandum Certificate of Title can be issued to you for the purpose of obtaining Ohio license plates at your license bureau.

CLERK OF COURTS TITLE LOCATIONS:

Hamilton Title Office

315 High St., 5th Fl.
Hamilton, OH 45011
(513) 887-3090

Middletown Title Office

3230 Roosevelt Blvd.
Middletown, OH 45044
(513) 425-8766

West Chester Title Office

4887 Smith Rd.
West Chester, OH 45069
(513) 860-9702

Fairfield Title Office

530 Wessel Dr.
Fairfield, OH 45014
(513) 737-7308

LICENSE BUREAU LOCATIONS:

Fairfield

530 Wessel Drive, Suite L
Fairfield, OH 45014
(513) 829-6224

Hamilton (East)

1720 S. Erie Blvd.
Hamilton, OH 45011
(513) 868-2180

Hamilton (West)

138 N. Brookwood
Hamilton, OH 45013
(513) 737-8262

Middletown

3232 Roosevelt Blvd.
Middletown, OH 45044
(513) 422-7225

Mason

770 Reading Road (Route 42)
Mason, OH 45040
(513) 398-8928

Sharonville

11177 Reading Road
Cincinnati, OH 45241
(513) 563-1422

GOVERNMENT SERVICES CENTER ● 315 HIGH STREET ● SUITE 550 ● HAMILTON, OHIO 45011-6016

513-887-3278 ● 513-887-3966 (fax) ● clerkmail@butlercountyohio.org

www.butlercountyclerk.org