



MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

INSTRUCTIONS TO LESSEE FOR TITLE TRANSFER OF AN OUT-OF-STATE VEHICLE

1. Complete and mail the *Request for Release of Title from Lienholder* form to your leasing company.
2. On the form, indicate your preferred title office and contact it 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. 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. If the Certificate of Title shows a lien, our office will mail the original title to the lienholder named on the title and a memorandum title will be issued to you for the purpose of obtaining registration and purchasing license plates. If there is no lien, you are required to get written permission from the leasing company directing the Clerk of Courts' office to release the title to you.

LICENSE BUREAU LOCATIONS:

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

Hamilton
1720-A 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

LADR TITLE OFFICE LOCATION:

West Chester Title Office
4872 Union Centre Pavillion Dr.
West Chester, OH 45069
(513) 860-9702

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