

PROCESS FOR NOTARIZING AN OHIO CERTIFICATE OF TITLE

A Certificate of Title, often referred to as a “title,” is a document used to transfer the title of a motor vehicle to a buyer.

A casual sale is the transfer of a motor vehicle by a person other than a licensed dealer, as defined in Ohio Revised Code 4517.01(O). The Certificate of Title must be notarized for casual sales.

Step 1: Assignment of Ownership

An assignment of ownership is a transfer of the title from the seller to a buyer.

The notary public shall not perform a notarial act unless all the required fields below have been completed on the form.

- 1) selling price
- 2) date of sale/delivery
- 3) consent form (minor)
- 4) buyer(s) legal name and address
- 5) odometer reading
- 6) minor consent box is checked

Assignment of Ownership requires a jurat. The seller must give an oath or affirmation that the information in the document is true and correct. The notary must meet all the requirements for performing a jurat.

If any of the above information is missing, this is an improper notarization, and the Secretary of State’s office may take disciplinary action against the notary’s commission.