

Michele K. Mumford

Shelby County Clerk of Courts

Title Department

1000 Milligan Court – Suite 101

Sidney, Ohio 45365

Phone: 937-498-7277 Fax: 937-493-4616

To Whom It May Concern:

Your customer (whose name, signature, and present address is written below) wishes to obtain an Ohio Certificate of Title and Ohio license plates. In conformity with Ohio laws, the following papers are necessary:

- () The Original Certificate of Title
- () A Copy of the Security Agreement
- () A Self-Addressed Stamped Envelope
- () This is a lease vehicle. We need a limited power of attorney form, your Ohio LD#, or you Tax ID# starting with 99, and your Federal Tax ID#.

Please mail these documents to:

Shelby County Clerk of Courts
Title Department
1000 Milligan Ct – Suite 101
Sidney, Ohio 45365

The original Ohio Certificate of Title with your lien noted, together with the stamped security agreement will be returned to you. A Memorandum Certificate of Title will be issued to the customer allowing him/her to obtain license plates.

Customer Printed Name	Customer Signature	Phone#
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Street Address	City	State	Zip Code
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Account #	Year & Make of Vehicle
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Vehicle Serial Number
