



MARY L. SWAIN
BUTLER COUNTY CLERK OF COURTS

To: The Ohio State Highway Patrol District #08

From: Butler County Clerk of Courts

Date: _____

Re: _____ (Customer's name)

VIN: _____

The above-named customer has requested a Certificate of Title through the State of Ohio. The customer does not have the proper documentation or evidence for us to issue a vehicle title. Therefore, the customer has informed this office that he/she will be petitioning the Butler County Common Pleas Court for a court order to obtain a vehicle title.

Please complete a physical inspection of the subject vehicle upon presentation of the receipt/proof of payment of the inspection fee.

If you have any questions, please contact 513-887-3090

_____, Deputy Clerk

(signature)