

<b>STATE &amp; FEDERAL SURPLUS PROPERTY POLICY &amp; PROCEDURES</b>		
<b>NUMBER:</b>  <b>GSD-SFP-11</b>	<b>TITLE:</b>  <b>Title Replacement</b>	<b>APPROVAL:</b>  <b>Amy Rice, Manager</b>
<b>EFFECTIVE DATE:</b>  <b>May 08, 2006</b>	<b>REVISED DATE:</b>  <b>March 1, 2014</b>	<b>REFERENCES:</b>  <b>ORC 125.13</b>

**PURPOSE:**

To define the policy of DAS State and Federal Surplus regarding replacement titles for state agencies, tax supported political subdivisions and the general public.

**POLICY:**

State agencies, tax supported political subdivisions, or an individual will be provided with a power of attorney when a vehicle title is lost before the sale is recorded by the Bureau of Motor Vehicles (BMV). The power of attorney permits the transfer of ownership from the State of Ohio to the payee in the BMV registry.

**PROCEDURES:**

Upon notification of a lost title: the State Surplus representative will verify the agencies proof of ownership with the State Surplus documents issued for payment; or verify the individuals picture ID and the invoice issued from State Surplus showing payee ownership.

After verification has been completed, the State Surplus representative will issue the customer two notarized power of attorney which will permit the Bureau of Motor Vehicles (BMV) to issue a replacement title by the county recorder.