

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-11	TITLE: Title Replacement	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 08, 2006	REVISED DATE: March 1, 2015	REFERENCES: ORC 125.13

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 individuals may be provided with a replacement title when a title is lost before the sale is recorded by the Bureau of Motor Vehicles (BMV).

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 is complete, \$15 replacement fee is obtained, and replacement title is received, the State Surplus representative will provide the customer a replacement title.