

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES		
NUMBER GSD-SFP-11	EFFECTIVE DATE: May 8, 2006	APPROVAL: C. David Settlemire, Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.13	

I. PURPOSE:

To delineate our policy on assisting the general public and tax supported political subdivision concerning title replacement.

II. POLICY:

The Office of State Surplus will supply individual's Power of Attorney for lost titles. When an agency or individual losses a title before the sale is recorded by the Bureau of Motor Vehicles they need this Power of Attorney to have the title transferred from the State of Ohio to themselves in the BMV registry.

III. PROCEDURES:

Once an individual notifies us of a lost title they will need to bring a picture ID and an invoice to our office to prove ownership. Once we verify they are the purchaser of the vehicle our office will issue a Power of Attorney form that will enable them to be issued a "replacement" title by the county recorder. This Power of Attorney must be signed by a State Surplus representative and notarized. We will supply the customer with two copies.